

A decorative border composed of small yellow stick figures with blue heads, arranged in a rectangular frame around the central text.

# Promethean Training Modules

Modules from Tulsa Public Schools  
Barbara Kerr – Nassau BOCES



## Module 1

- Basics for using the Activpen, Active board and Toolbox

## Module 2

- Starting a Flipchart
- Types and customizing of toolboxes
- Grouping objects
- Using resource library
- Saving flipcharts\* See Note.
- Using design or presentation modes
- Adding backgrounds
- Editing page
- Inserting sounds
- Using page select and organizer tools
- Focus tools
- Page Notes and Pointers

## Module 3

- Using layers and ordering objects
- Changing, clearing and erasing layers
- Locking and unlocking layers
- Using other applications with Actistudio3
- Arranging windows
- Copying/pasting and dragging/dropping materials
- Deconstructing text
- Using the camera tool

## Module 4

- Adding resources and organizing resource library
- Adding page effects and page links
- Creating hyperlinks
- Using the color picker calculator and power tools
- Using the tickertape and clock tools



## Module 5

- Using a web browser tool
- Attaching an action
- Organizing pages and resource library
- Using templates and resource packs

## Module 6

- ActivSlate
- Activote and creating questions

Note: In Farmingdale High School it is advisable to create a folder for your flipcharts on your profile in your documents. The flipcharts saved inside the software will be erased when the computer logs off.

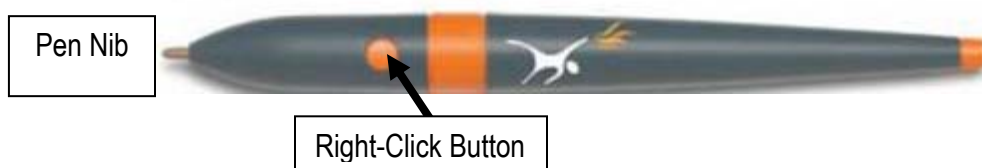
# Promethean Training

## Module 1

### Section 1: Activpen

The Activpen is similar to a mouse as it controls your computer as you touch, click, and draw directly on the Board. Pressing the pen tip firmly to the Board's surface is equal to the left click on the mouse. Pressing firmly on the Board's surface and then moving the pen is equal to a left-click while simultaneously moving the mouse—"clicking and dragging."

The orange button located on the side of the pen is equal to the right mouse click. The pen tip is removable so that it can be replaced if it becomes worn with use.



### Tips for Using the Activpen

1. Moving the Cursor: Hold the pen nib lightly on the board; don't push in the pen nib. Move the pen around. The cursor will follow your pen.
2. Left Click: Tap the pen nib firmly but quickly on the whiteboard.
3. Right Click: Hover the pen nib over the whiteboard, less than a quarter of an inch away from the Board. Press the orange button on the side of the pen.
4. Click and Drag: Click on the object you want to move, hold the pen nib down on the board, then move the pen. The object you have clicked will move with the pen.
5. Double Click: Two firm but quick taps with the Activpen's nib performs the same action as a double click with a mouse.

### Section 2: Calibrating the Activboard



**Connect your Board before starting your computer.** When both the computer and Board are running, hold the Activpen lightly on the board, without pushing in the nib. The cursor on the Activboard should line up with the Activpen's tip. If it doesn't, you need to calibrate the board.

Calibrating the Board can be done at any time by performing these steps:

- Hover the tip of the Activpen over the power indicator light in the top-left corner of your board
- After a few seconds, you will hear a tone and instructions will appear on the Activboard.
- Follow these instructions to calibrate the Board.

### Section 3: Launching Activstudio

“Activstudio” is the software necessary to develop flipcharts (lessons) for the Promethean. To launch the Activstudio software, double click on the Activstudio icon on the Desktop.



#### First Time to Launch the Software:

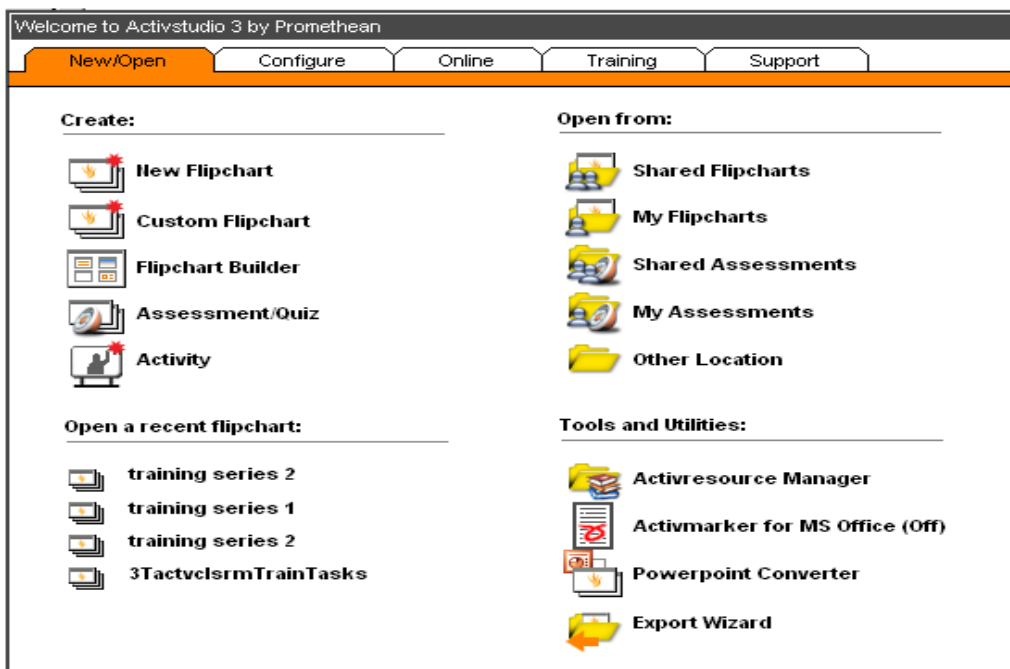
When you launch Activstudio the first time, you will automatically be asked to select a profile. Select “Intermediate” and click “OK”.

#### Not the First Time to Launch the Software:

When you launch Activstudio, the **Dashboard** will automatically appear every time.

If you ever want to change your profile from “Intermediate” to another level:

- Click on the “Configure” tab on the dashboard
- Click on the drop-down arrow next to “Select from installed Profiles”
- Select the desired level of user



### Section 4: The Activstudio “Flipchart”?

Simply put, it is a lesson. Think of it as being an electronic version of a paper flipchart on an easel. The advantages over paper are: sounds, videos, interactive activities, web links, images, and other resources can be embedded in the electronic version. The flipcharts can be saved, printed, and shared with other teachers.

### Section 5: Creating a New Flipchart

From the Dashboard, click on the **New Flipchart**.

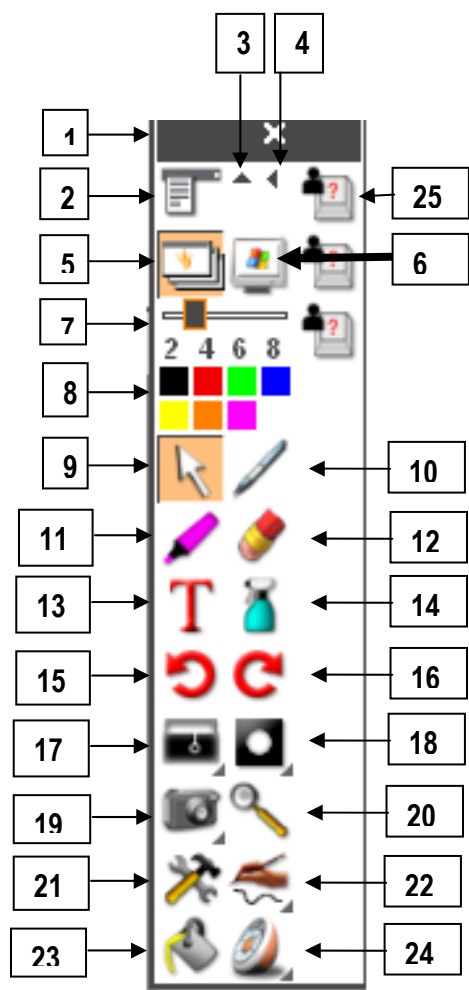
The Main toolbox appears on your display along with a blank flipchart page. To move around the page, move the Activpen lightly on the Board without pressing the pen nib. The computer’s cursor will follow your movement.

If you hover the pen over one of the tools or buttons on the Main toolbox, a Tool tip will appear. Tool tips remind you of a button’s function. Hover over the tool shown here. You’ll see it is called the Pen tool.



## Section 6: The Main Toolbox

The Main Toolbox contains a wide range of tools for creating, selecting, and manipulating objects in your Flipcharts. Additional tools can be added to the Main Toolbox. The Main Toolbox can be minimized or moved around the screen. It also floats on top of other opened Window applications, allowing you to use the features of Activstudio in conjunction with other software programs.



1. Title Bar
2. Main Menu Button
3. Roll Up/Down Button
4. Roll In/Out Button
5. Flipchart Button
6. Annotate Over Desktop
7. Pen Width Selector
8. Colour Palette
9. Marquee Select Tool
10. Pen Tool
11. Highlighter Tool
12. Eraser Tool
13. Text Tool
14. Clear Tool
15. Undo
16. Redo
17. Reveal Tool
18. Spotlight Tool
19. Camera Tool
20. Page Zoom
21. Power Tools
22. Recognition Tool
23. Fill Tool
24. AVTIVote
25. User Defined Buttons

The above tools in the Main Toolbox are explained further on the following page.

From the Main Toolbox, you can get to additional toolboxes. These will be covered extensively in future training modules.

## A closer look at the Main toolbox

	<b>Title Bar</b> Click and drag to reposition the Main toolbox.	<b>Text Tool</b> Add titles, labels or notes to your Flipchart.	
	<b>Main Menu Button</b> Access the key functions of ACTIVstudio - customise your toolboxes and settings.	<b>Clear Tool</b> Remove items and certain Flipchart properties.	
	<b>Roll Up/Down Button</b> Hide the Main toolbox to free up screen space.	<b>Undo</b> Reverse the last edit or command performed in your Flipchart.	
	<b>Roll Out/In Button</b> Display and hide the Shortcut bar.	<b>Redo</b> Re-apply an action reversed by the Undo Tool.	
	<b>Flipchart Button</b> Show or hide your Flipchart, and alternate between ACTIVstudio and Windows applications. Create a new Flipchart if there isn't one already open.	<b>Reveal Tool</b> Mask the Flipchart and then reveal it from one of four directions - top, bottom, left, or right.	
	<b>Annotate Over Desktop</b> Make notes or draw on top of your Windows applications.	<b>Spotlight Tool</b> Mask all but the specified spotlight area.	
	<b>Pen Width Selector</b> Click and drag to select different sizes for your Pen, Highlighter or Eraser tools.	<b>Camera Tool</b> Capture images from your screen to use in your Flipcharts.	
	<b>Colour Palette</b> Select colours for your Flipcharts and the objects within them.	<b>Page Zoom</b> Magnify or reduce the Flipchart page.	
	<b>Marquee Select Tool</b> Click an object to select it, or click and drag to select multiple objects; selected objects can be edited, moved and manipulated.	<b>Power Tools</b> Access a selection of special tools through the Power Tools toolbox (see page 2-3).	
	<b>Pen Tool</b> Annotate, write or draw on your Flipchart page.	<b>Recognition Tool</b> Recognises and converts freehand shapes into smooth geometric shapes, and handwriting into editable text.	
	<b>Highlighter Tool</b> Give emphasis to text, annotations and images with a translucent pen.	<b>Fill Tool</b> Fill a specific area with a colour of your choice.	
	<b>Eraser Tool</b> Used to hide objects on the Flipchart.	<b>ACTIVote</b> Access the ACTIVote Session box to begin using your ACTIVote devices.	

## Section 7: Basic Tools

### Pen Tool



To activate the Pen Tool, click on it with the Activpen. You know which tool from the Main Toolbox is activated by the orange background on the icon.

### Color Palette and Pen Width Selector



To change pen colors, just click on the color you desire. To change the pen width, click on the numbers above the color palette or use the width slider above the numbers to increase the pen width dramatically. With your pen on the slider, you will see a pop-up box indicating the size of the line. You can increase the size up to 100.

### Customizing the Color Palette

To Change the Number of Colors on Your Palette: Main Menu > Customize > Colors. You have a choice between 8, 16, or 24 colors to display on your Main Toolbox.

To Add a Color to Your Palette: Once you select the number of colors displayed on the Main Toolbox, the software determines which 8, 16, or 24 colors to display. You can change a color in those selections by:

- (1) Right clicking on the color you want to replace
- (2) The color choices will pop up
- (3) Tap on the color you want added to the Main Toolbox



### Undo



The Undo tool is useful if you make a mistake. You can use this tool many times to undo in steps.

### Redo



The Redo tool re-applies an action reversed by the Undo tool.

### The Highlighter Tool



The Highlighter tool is ideal for highlighting the important parts of a text. You will notice once you activate the Highlighter tool, the size options are 20 and 50. You can also increase the size of the highlighter by sliding the width bar.



### The Reveal Tool



The Reveal Tool is a screen shade that allows you to slowly reveal your screen at your pace. Turn it on by clicking on the screen icon in the Main Toolbox. You can pull the shade from all 4 corners. To turn the screen off, click on the icon in the Mail Toolbox.



## Section 8: Flipchart Toolstrip



On the right side of the screen of your flipchart, you will see another toolbar. This is the Flipchart Toolstrip. The top arrow is the Next Page button, and it creates another page in the Flipchart **if you are at the end of your Flipchart**. If you are not at the end of the flipchart, this button serves to advance to the next page.

The next arrow navigates backwards a page in the flipchart.

The third icon is the Page Selector. It allows you to view thumbnails of your Flipchart pages and select a page to work on.

The fourth icon is the Page Organizer. It allows you to arrange your Flipchart pages.

The fifth icon is the Page Reset button. This allows you to revert to the last saved version of the Flipchart page—**only effective on a previously saved Flipchart**. If the Flipchart has never been saved, this button has not function since there is not a previously saved version to revert to.

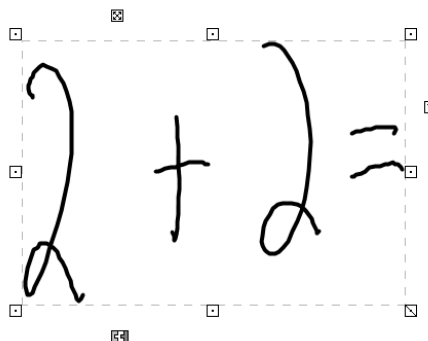
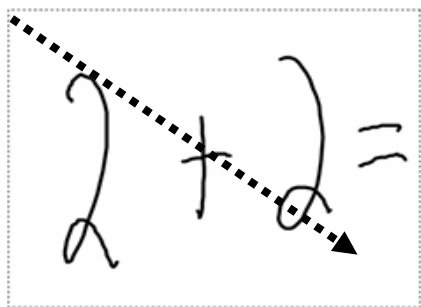
The sixth icon is the Resource Library. This will be covered later.

## Section 9: Manipulating Objects

Before you can manipulate any object (pen writing OR an image), you must select it. **The first step is to click on the Marquee tool.**



To manipulate pen writing, you must get the selector square around the desired area. This is done with dragging the pen across the area to be selected, starting in the upper left area and dragging across the area to be selected. Once you drag across your area, a dashed box will appear around the object to manipulate. When you pick up your pen from the Board, you will see 8 squares called pick-up boxes (or resize boxes) appear on the dashed square. Click on any of these to resize the object.



**NOTE:** Changing the Size of the Pick-up Boxes: Main Menu – Studio Settings – Flipchart Objects – Size Slider

## The Eraser Tool



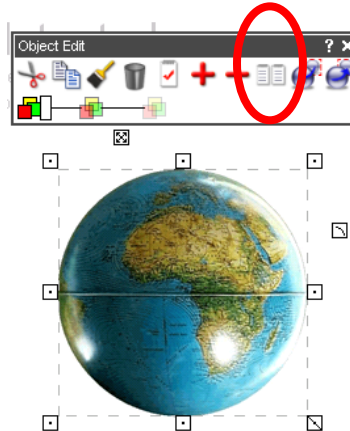
To make your pen an eraser, click on the Eraser tool in the Main Toolbox. You will notice when you click on the tool and hover over the board, there is a square with an eraser in it to indicate the Eraser tool is activated. You also have the ability to change the size of the eraser (erasing area) using the Width Slider on the Main Toolbox.

**NOTE:** The Eraser tool functions quite differently from how you might expect. It appears to be removing items from the page, but it actually works by painting a new object—the same color as the page background—over the top of them. If you erase in several different locations on your page, you will have several different erase objects. These erase areas can be selected using the Marquee tool above. You will see the same pick-up boxes around the erase area.

### Section 10: Duplicating Using the Object Edit Toolbox

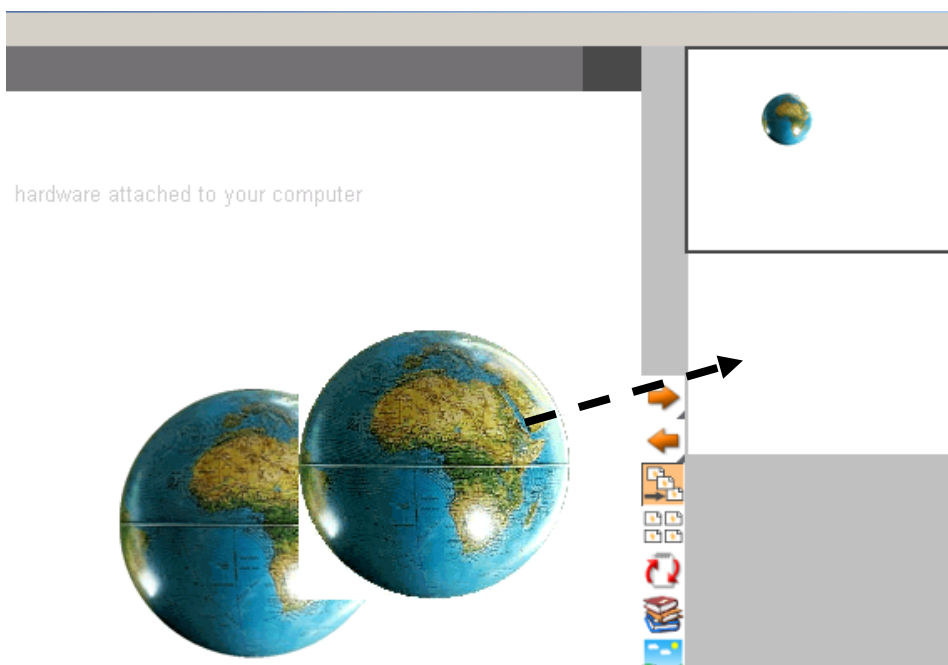
To duplicate an image:

1. Double click on the image
2. The **Object Edit Toolbox** will appear
3. Click on the **Duplicate** icon
4. Close the **Object Edit Toolbox**



To move the duplicated image to another page:

1. Click on the **Page Selector** tool in the **Flipchart Toolstrip**
2. Thumbnails of the pages in the Flipchart will appear on the right
3. Click and drag the duplicated image to the new page. The page where you dragged the image will now be the active page.



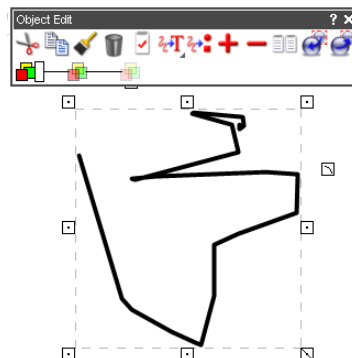
## Section 11: Using the Trashcan

There are several ways to delete objects or parts of objects from the Flipchart page.

- To put a group of objects into the Trashcan, select the whole area (as shown above) then click on the Trashcan icon.
- To put parts of pen writing into the Trashcan, just click on the part then you can just click on the Trashcan.
- You can press firmly on an object and drag it to the Trashcan. You may get just part of the object when you use this method.

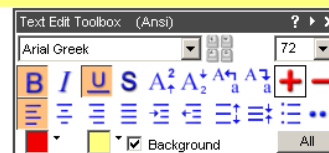
Another way to delete an object is through the Object Edit Toolbox.

- Select the Marquee Select tool from the Main Toolbox
- Double click on the object you want deleted. The Object Edit toolbox will open on your page
- Now click on the Delete button (the 4<sup>th</sup> icon—trashcan)



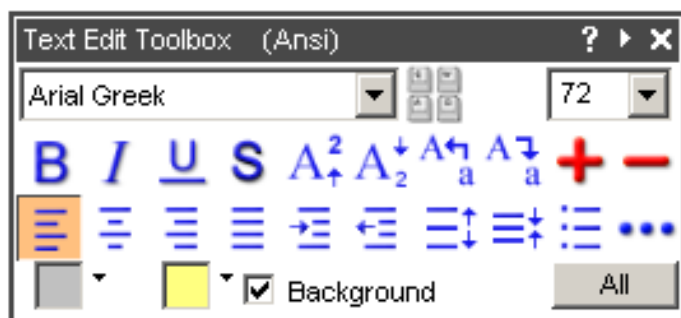
## Section 12: Text Tool

**T** You can handwrite on your Flipchart page but at times may prefer typewritten text. To enter text, click on the Text Tool on the Mail Toolbar. After clicking on the Text Tool, click on an empty part of the screen towards the top of your page. The cursor will appear to indicate where your text box will be positioned when you begin typing. The Text Edit Toolbox will also appear with the standard font choices along with a new feature of background options. After making your selections from the Text Edit Toolbox, you have the option to entering the typed text from your computer's keyboard. (The onscreen keyboard option will covered later.)



Notice in the example to the right, the **Background** option is selected. That enables you to select a color for the background of the text box.

### Text Edit Toolbox



Font selection area. Use the down arrow for other fonts.



Brings up the on-screen keyboard so you don't have to use your computer keyboard.



Font size selection.

**B I U S**

Allows you to make the text **Bold**, **Italicized**, **Underlined**, or appear with a **Shadow**.

$A^2$   $A_2$

Superscript and Subscript

A↶ a↶ A↷ a↷

Convert Text from lowercase to uppercase and Convert Text from uppercase to lowercase.

+ -

Increase Font size and Decrease Font size



Align Left, Center, Align Rights, Justify, Increase Indent, Decrease Indent



Increase Line Spacing and Decrease Line Spacing



Bullets and Bullet Styles



Font Color selection box



☒ Background

Textbox Background Color options



Select All Text in a textbox

### Section 13: Creating a New Flipchart Page



Select the next page button on the Flipchart Toolstrip. This will add a new page to the **END OF YOUR FLIPCHART**.

You can keep track of which page you are working on by looking at the Flipchart Window in the top, left corner of your Flipchart page.

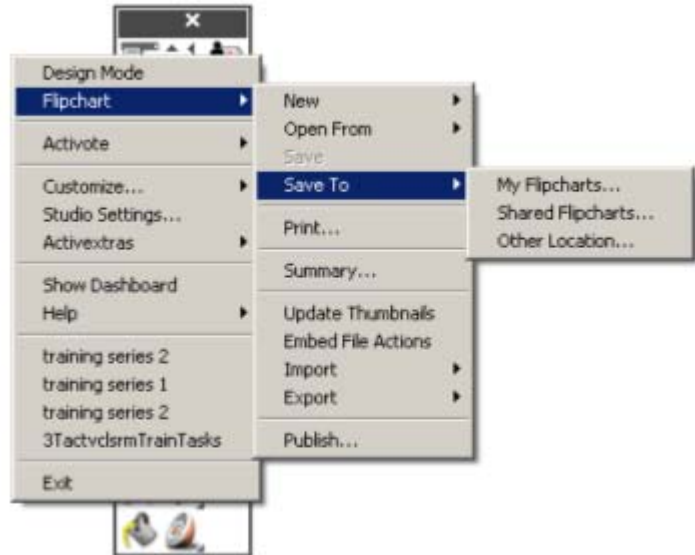
**Promethean Activstudio Flipchart 1, Page 3**

## Section 14: Saving a Flipchart

Click on the Main Menu button on the Main Toolbox.



Select **Flipchart, Save To**. You will be given the option of where to save your Flipchart: to your My Flipcharts folder, to your Shared Flipcharts folder, or to another location of your choice.



# Promethean Training

## Module 2

### Section 1: Open a Saved Flipchart

Launch the ActivStudio software. The Dashboard will appear. In the lower left corner, you will see the section entitled “Open a recent flipchart.”



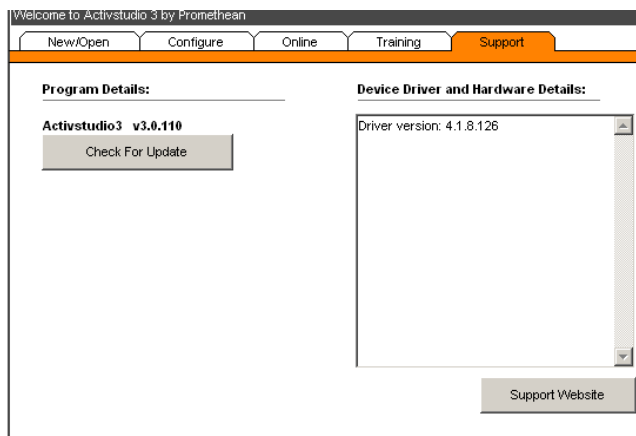
Study the 4 sections of the first tab of the **Dashboard**. As a new user, you will want to explore each section of this page. **Create Section: Flipchart Builder** is a quick way to build a flipchart using Promethean-created pages for certain activities. You can pull in Promethean's pages, customize them, add your own pages, and then you have a complete flipchart based on your needs.

**Open a Recent Flipchart:** A list of your most recent flipcharts.

**Open From:** Allows you to access the different locations of flipcharts.

**Tools and Utilities:** Will be covered later.

Explore the second, third, and fourth tabs on the **Dashboard**. **Configure** allows you to set advance settings on how the software and ActiVotes operate. The **Online** and **Training** tabs take you to the Promethean website where you will find many valuable resources—both content-specific flipcharts and training materials.

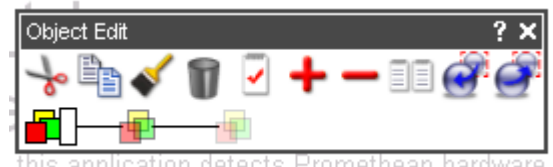


The fourth tab is where you will want to check for updates often. If you require updates, see your site tech for those procedures.

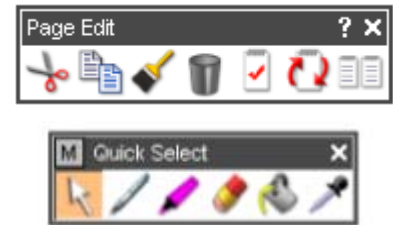
### Section 2: Types of Toolboxes

As you work with Activstudio, you will find several different toolboxes. Each toolbox has a different purpose and is available when working with different features.

1. **Main Toolbox:** This is the heart of ActivStudio. This was covered in Module 1.
2. **Object Edit Toolbox:** This toolbox is available when you are working with an object. To access this toolbox, double click on the object.



3. **Page Edit Toolbox:** Double click anywhere on your Flipchart Page to access the Page Edit Toolbox. Its tools enable you to change the properties of the current page and also edit the structure of the Flipchart.
4. **Quick Select Toolbox:** Right click anywhere on the Flipchart Page to access the Quick Select Toolbox. This toolbox gives you quick access to a selection of editing tools that you may find useful while presenting a Flipchart.



### Section 3: Customizing the Main Toolbox

The **Main Toolbox**, **Quick Select Toolbox**, and **Tools Toolbox** To customize the **Main Toolbox**, go from the Main Menu > Customize > Toolstore.



Once you open the **Tool Store**, you will notice you have the opportunity to customize other toolbars at the same time. To add tools to a toolbar:

- Click and drag a tool from the Tool Store into a toolbox
- Drop the new tool onto an existing tool. Your existing tool will not disappear.
- You can have the same tool in more than one toolbox

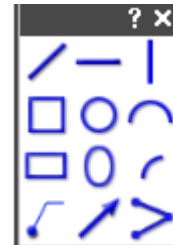
#### To Remove Tools From Your Toolbox

- Open the Tool Store
- Click the tool you would like to remove
- Drag the tool anywhere into the Tool Store and drop it. It goes back to its correct location.



#### Section 4: Pen Modifier Toolbox

Pre-defined shapes and pen effects are available in the **Pen Modifier** toolbox. Right click on the **Pen** tool in the **Main Toolbox** to launch the **Pen Modifier** toolbox. You can always have it available by going to the **Main Menu > Customize > Main Toolbar**. When there is a check by Main Toolbar, the Pen Modifier tools appear in a menu bar across the top of the page.

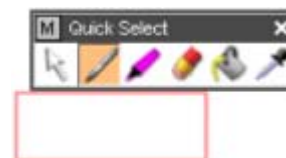


#### Section 5: The Fill Tool

To fill a shape, access the **Fill Tool** from the **Quick Select** toolbox. To access the **Quick Select** toolbox:

1. Right click on the object you want filled
2. From the **Quick Select** toolbox, tap on the fill bucket icon. Once you do that, the toolbox disappears.
3. Tap the color in the color palette you want as the fill.
4. Tap on the inside of the object you want filled.
5. **Very Important: The Fill Tool stays activated until you tap on the Marquee Select tool.**

Use the **Fill Tool** to color the background of your Flipchart page.





## Section 6: The Quick Select Toolbox



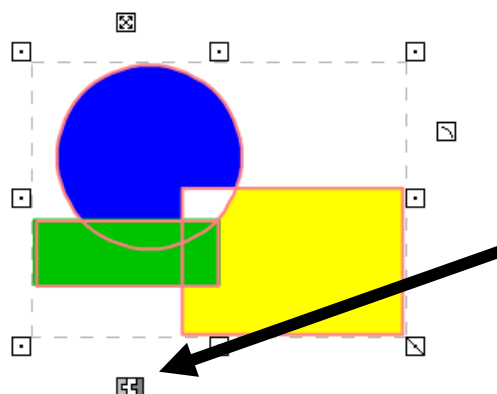
Because the **Main Toolbox** is large, at times you will want to roll it up to capture workable screen space. Tap on the up arrow on the **Main Toolbox** to roll it up. When rolled up, the arrow points downward to re-open it.

Because you lose access to tools when the Main Toolbox is rolled up, there is a **Quick Select** toolbox available from anywhere on the ActivBoard. This toolbox holds up to 12 of your favorite tools. Customize the

**Quick Select** toolbox through the Tool Store as described in Section 3 of this module. To access the **Quick Select** toolbox at any point, right click.

## Section 7: Grouping Objects

To group 2 or more objects (fill is considered an object), using the **Marquee Select** tool, drag over the items to be grouped. The **Group/Ungroup** pick-up box icon. To ungroup, reverse the steps.



Group Icon



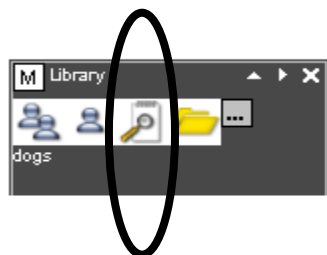
Ungroup Icon



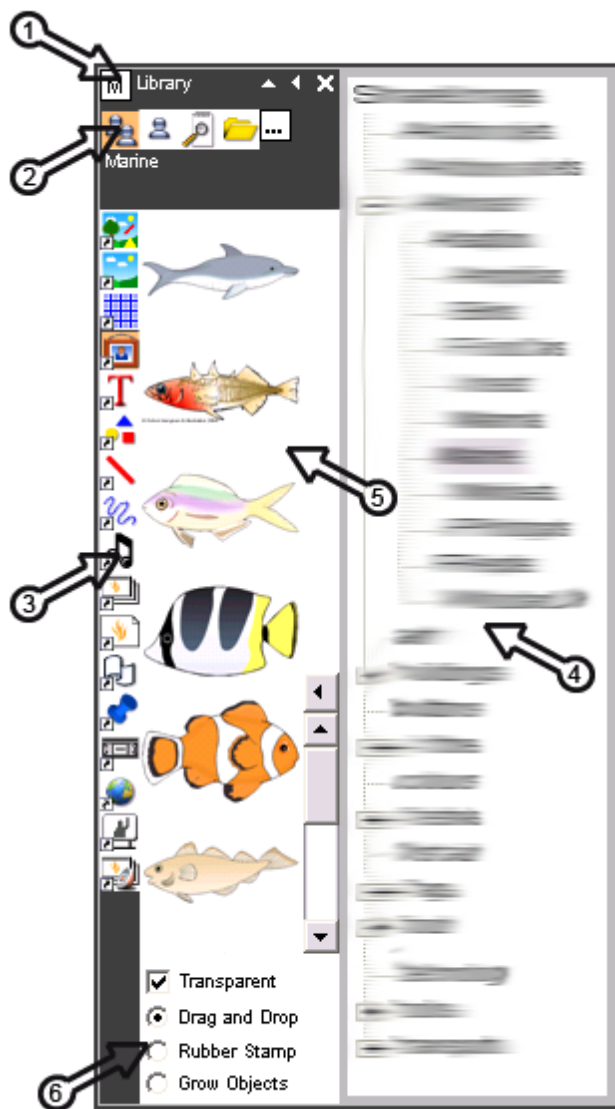
## Section 8: The Resource Library

The Resource Library contains thousands of ready-made resources for building Flipcharts. The library is organized into categories and grouped in folders to make locating resources easier.

To assist in locating resources in the library, use the **Search** feature. Once opening the Search box, you can filter what categories you want to search.



	Collections		Backgrounds
	Grids		Images
	Text		Shapes
	Lines		Annotations
	Sounds		Flipcharts
	Flipchart pages		Tickertapes
	Notes and pointers		Videos
	Web links		Activities
	Assessments		



1. **Title Bar Buttons.** “M” brings up the Menu. To add labels to the thumbnail images, **Menu > Labels**.
2. **Shared Resource Library, My Resources, Search for Resources, and Browse.**
3. **Resource Library Categories.** If you hover above each icon, a Tool Tip will pop up to remind you of the category name.
4. **Resource Tree.** Tap on the plus sign to expand a subcategory.
5. **Thumbnail Pane.** If you don’t see the label under each thumbnail picture, the labels aren’t activated. To activate the labels, see #1 above.
6. **Add to Page Options.**

### Transparent Option (description on right)

Select the **transparent** checkbox to give an image a **transparent** background. This feature is extremely useful when you want to place ‘non-rectangular’ images onto the Flipchart page. Here’s an example:

### Rubber Stamp

When you place the object on the Flipchart page, each time you tab, you are stamping the image on the page—cloning process.

### Grow Objects

The image is placed on the Flipchart page with a very small size. You can then resize it.



Checkbox is cleared so the background color is displayed with the football.



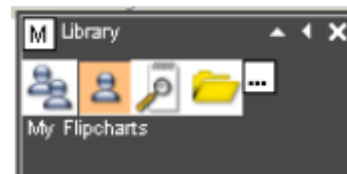
Checkbox is selected so only the football is displayed.

**NOTE:** You can only use the Rubber Stamp and grow object modes with the following object types: Annotation, line, shape, image and mixed groups. If you select any other type of object from the library, the object add mode will revert back to Drag and Drop mode.

## Section 9: Saving a Flipchart to the Resource Library

When a Flipchart has been saved to the **Shared Flipcharts** or the **My Flipcharts** folders, it may be accessed using the Resource Library.

Initially, there won't be anything in the **My Resource Library** area. Because there are thousands of resources in the library, you will want to begin building the **My Resource Library** area to assist in accessing those resources you readily use.

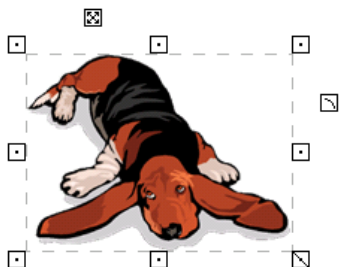


The category icons in the **My Resource Library** are the same as the **Shared Resource Library**. If you hover over each icon in the **My Resource Library**, you will note the word "My" is included.

## Section 10: Object Edit Toolboxes

There are 3 types of **Object Edit Toolboxes**, depending on the type of object placed on the Flipchart Page.

### Image Object Edit Toolbox



### Icon Keys

Cut

Copy

Paste

Delete

Properties

Increase Size

Decrease Size

Duplicate

Send to Front

Send to Back

Set Object Transparency

### Text Object Edit Toolbox

One new icon: Edit Text





Click on the Recognition tool in the Main toolbox. The Recognition toolbox opens.



The on/off button should be green, if it's red click on the button to switch recognition on.

In the bottom left-hand corner of the Recognition toolbox is the Recognition Mode button.

This has four settings. Click on the button to change the options:



letter recognition



shape recognition



number recognition



letter and number recognition.



Click on the button until you see the letter recognition icon. By default, the tool should already be set to recognise UK English.

### Free Hand Recognition Object Edit Toolbox

To activate the Recognition tool, click on the icon in the **Main Toolbox**. If it isn't available, add it from the **Tool Store**.

**The Recognition feature only works when you have an ActivBoard or ActivSlate connected.**



To set the delay in handwriting recognition, use the slider.

Shape Recognition: To set the option to fill the shapes when recognized, go to: **Main Menu > Studio Settings > Shape Recognition**. Make fill settings and color.



## Section 11: Working in the Design OR Presentation Modes

In the default versions of Design Mode and Presentation Mode, Design Mode is best used when creating flipcharts at a PC before the lesson. Presentation Mode slims down the number of tools and menus on screen and puts the focus on the Main toolbox, helping to make Activstudio easier to use at an interactive whiteboard.

Due to the wide range of options to customize Activstudio, you can, theoretically, make Design Mode and Presentation Mode work in the same way. You can also switch off Design Mode. See More Information, at the bottom of the page, for relevant links.

### Change between Design Mode and Presentation Mode

In the Main toolbox, click on the Main Menu button then select, or deselect, Design Mode. The appearance of the Main Menu button changes in each mode. Also, some actions aren't activated in the Design Mode but appear and should be tested in the Presentation Mode (hyperlinks for example).

## Section 12: Working with Backgrounds

In the Resource Library, there are many backgrounds in the **Shared Backgrounds** category.

- To preview a background, double tap on the background thumbnail. It will open in a pop-up window.

- To add to a Flipchart Page, drag and drop it to the page.
- To remove the Background, tap on the **Clear Tool** in the Main Toolbox and select **Clear Background**

### Section 13: Page Edit Toolbox



Launch the Page Edit toolbox by double-clicking on the Flipchart page. Use the tools to change the properties of the Flipchart page and edit the structure of your Flipcharts.

#### A closer look at the Page Edit toolbox



##### Title Bar

Click and drag to reposition the Page Edit toolbox. Close the toolbox by clicking the cross.



##### Cut

Remove the current Flipchart page and place it into ACTIVstudio's memory so that it can be pasted elsewhere.



##### Copy

Copy the current Flipchart page into ACTIVstudio's memory so that it can be pasted elsewhere.



##### Paste

Insert the last cut or copied page into the Flipchart.



##### Delete

Delete the current Flipchart page.



##### Properties

Edit the appearance and the identifying properties of the Flipchart page.



##### Page Reset

Revert to the last saved version of the Flipchart page.



##### Duplicate

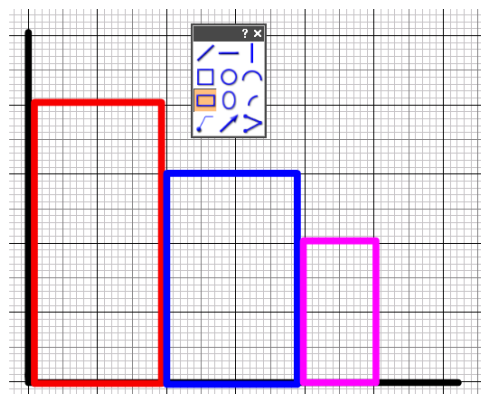
Duplicate the current Flipchart page.

### Section 14: Incorporate Grids Into Your Flipchart

The grids feature is useful in math but can also be used when positioning objects on your Flipchart.

To access the grids, click on the **grids icon** on the **Flipchart Toolbox**.

The **Resource Library** will open, displaying the different grids available in the library. Select one of the grid types and drag it to the flipchart page. Close the **Resource Library** if you are finished with it.




Open the Pen Toolbox by hovering over the pen tool in the Mail Toolbox **AND RIGHT CLICKING**. You can now custom draw shapes.

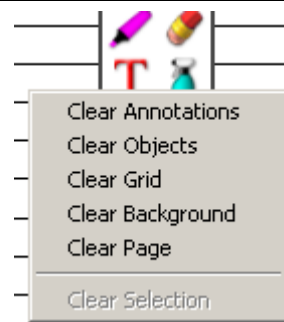
Combining the tools you have learned thus far, you can add text boxes, fill colors, etc.

Changing the Grid Size: Double click on the page background when you have applied a grid. You will get the **Page Edit Menu**. Click on the **Plus Sign** or **Minus Sign** to change the grid size.

**Snap to Grid:** Snaps the image or text to grid points.



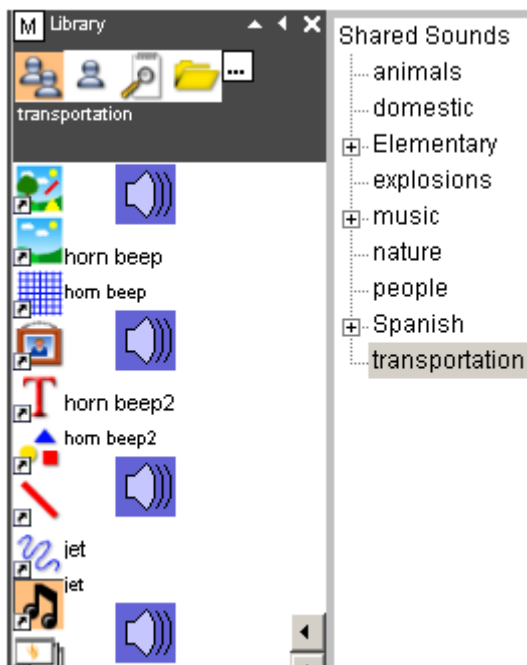
To Remove the Grid Background. There are 2 options. (1) To completely remove the grid, click on the **Clear Tool** in the Main Menu bar. From the pop-up menu, select **Clear Grid**. (2) To just hide the grid without removing from the page. While you are in the **Design Mode**, you will see a **Mask** icon in the **Flipchart Toolbar**. While in the **Presentation Mode**, double click on the page to get the **Page Edit Menu** up. The **Mask** icon  is in this menu.



## Section 15: Add Sound to Your Flipchart

Sounds can be added to your flipchart page and can, if used properly, further engage students. From the **Resource Library**, go to the Shared Resources and click on the Musical Note icon. You will see a listing of the different categories of sounds. To add a sound to your flipchart page, pull it over to the page. The speaker icon will appear on the page.

To play the sound, you have to set **Enable Actions**.



To Enable Actions: From the Design Mode, right click anywhere in blank page space. This brings up the **Quick Select Toolbox**. Click on the small **M** in the upper right-hand corner of the toolbox. From the drop-down box, select **Enable Actions – Design Mode**.

From the Presentation Mode, in the upper right corner of the screen, you will see the **Enable Actions** icon. Tap it to turn it on—tap it to turn it off.



Adjusting Volume of Sounds: From the Toolstore, place the **Speaker Tool** on the **Main Toolbox**.

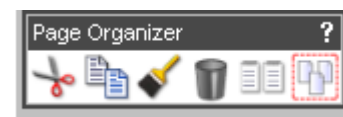
Deleting a Sound from the Page: You first have to disengage the **Enable Actions** feature. Then you can select the sound icon and put it in the Trashcan. If you don't want to permanently remove the sound from the page, just leave the sounds disengaged.

## Section 16: Page Select Tool

The fastest way to move to a page that is farther past or before the page you are presently on is to display the pages using the **Page Select** tool. The page you are currently on will have a darker bold box around it.

## Section 17: Page Organizer Tool

The **Page Organizer** tool allows you to manipulate the pages. The **Page Edit Toolbox** automatically appears when you get in the Page Select view. The **Page Edit Toolbox** has tools to allow you to cut, copy, paste, delete, duplicate, and select all. You also can rearrange the pages by just clicking and dragging a page thumbnail to the new location.



## Section 18: The Focus Tools

There are 3 focus tools available on the default **Main Toolbox**. Each one operates as a toggle switch, click one time to turn on and click again to turn off.



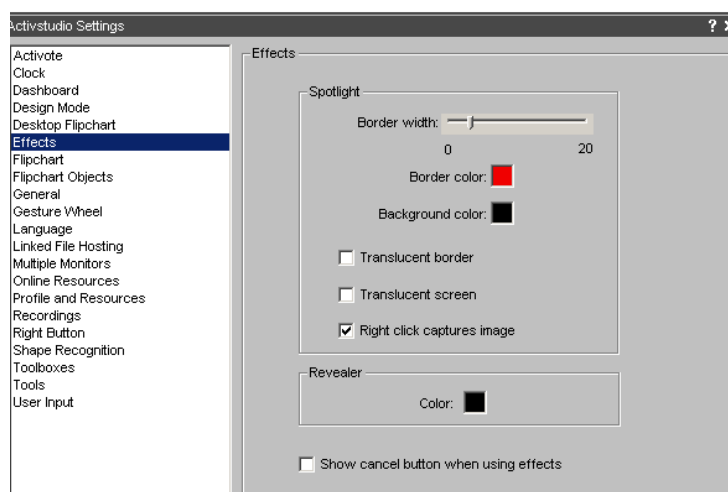
**Reveal Tool:** This icon is a window shade. Activating this tool covers the full flipchart page. The cursor will turn to a Blind Pull shape. You can drag the shade from the top, bottom, left, or right. When you turn the Reveal Tool on, it stays activated FOR ALL FLIPCHART PAGES until you turn it off.

**Spotlight Tool:** This icon is a dark box with a white hole in the middle. Once you select the **Spotlight Tool**, a pop-up box will show 4 options for the shape of the spotlight. To move the spotlight, just glide across the board without pressing on the pen nib. To resize the spotlight, press on the pen nib and drag the cursor either toward or away from the center of the spotlight.



**Zoom Tool:** This icon looks like a magnifying glass. It allows you to magnify a flipchart page. To magnify or zoom in on the page, press down and hold the Activpen over the area to be magnified. You can then pan around the page by lightly moving the pen around the page without pressing the nib. To zoom back out, double click the page and it will jump back to its original size. To slowly zoom out, right click and hold the pen on the page.

**Customizing the Focus Tools:** To change the appearance of the **Reveal Tool** and the **Spotlight**, go to the **Main Menu > Studio Settings > Effects**. You will find several options for each tool.



## Section 19: Creating a Flipchart Summary

As you begin to develop flipcharts and consider sharing them at the school, district, or international level, it is good practice to create a flipchart summary page. This allows search engines to locate your flipchart based on keyword searches. To create a **Flipchart Summary**, go to the **Main Menu > Flipchart Summary**.



Flipchart Summary : Flipchart 1

Title:  
Antarctica

Description:  
Study of Location, Climate, Wildlife, Preservation

Grade:  
6-8

Keywords:  
South Pole  
freezing temperatures  
ice  
orcas  
penguins

OK Cancel

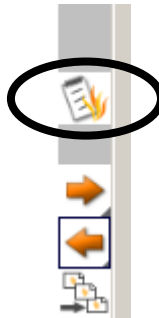
## Section 20: Page Notes

The Flipchart Summary feature allows you to share notes which apply to the full Flipchart. Sometimes you want to make notes on a specific page. The Page Notes indicator appears in the Presentation Mode. The Page Notes icon is the **N** in the top right corner.



For each page, you can type notes. Just click on the **N**, insert your note, then close the note. That note is saved as part of that specific page.


**While in the Design Mode**, you can tell if there is a note associated with a page. You will see a page icon right above the Page Toolstrip.



## Section 21: Notes and Pointers

You have the ability to place a permanent "Post-it Note" (or Pointer) on all pages. These stay visible as you move from page to page.

First, add the **Power Tools** icon to your Main Toolbox.  Click on this **Power Tool** icon and the Power Tools Menu

will appear. Click on the **Notes/Pointer** icon.  You will have 3 options: New Note, New Point, Open From.

To remove a note or pointer, right click on it. Once removed, you can't undo.

To change the direction of the pointer, double click on the pointer. Pointers and Notes can be moved; the color can be changed of each by right clicking on the item.



# Promethean Training

## Module 3

### Section 1: Understanding Layers

The pages of a Flipchart consist of layers. They are like transparent sheets which contain only certain types of objects unless you move objects from one layer to another.

#### Top Layer

Contains all annotations (pen, highlighter, and eraser) objects. These objects will display on top of any other object placed on the 2 layers below.

#### Middle Layer

Contains the following object types:

- Image
- Line
- Shape
- Text

Anything written and converted to text with the **Hand Recognition Tool** will be placed on the middle layer also.

#### Bottom Layer

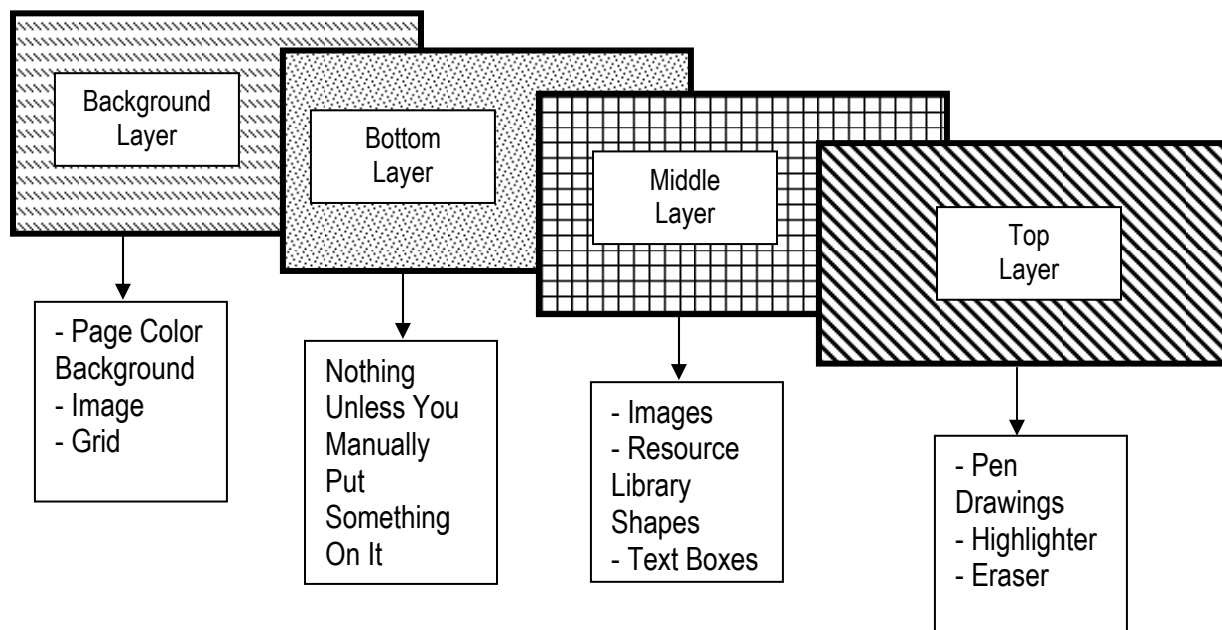
Initially empty until you physically place something on it.

#### Background Layer

The background layer consists of 3 elements:

- Background page color
- Background image
- Grid

If the background image is smaller than the page size, the image will be automatically tiled to fill the page.

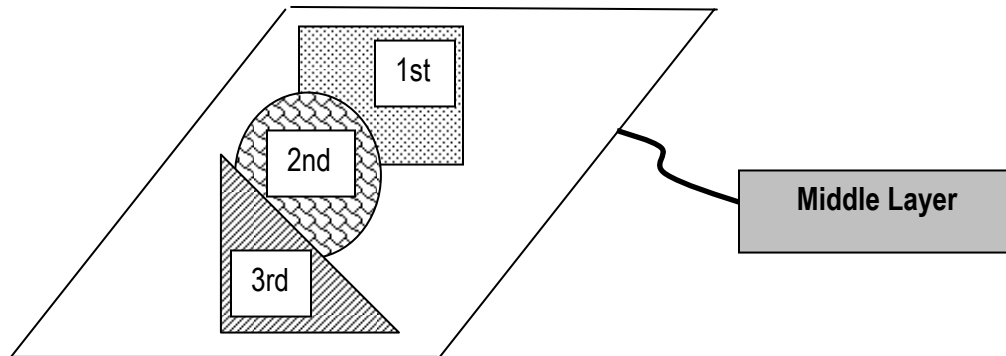


## Section 2: Object Stacking Order

Objects are added to the appropriate layer in the order that they are added with the most recent on the top.

### Example

Shapes reside on the middle layer. So any shape you place on the Flipchart page will automatically be placed on the middle layer.

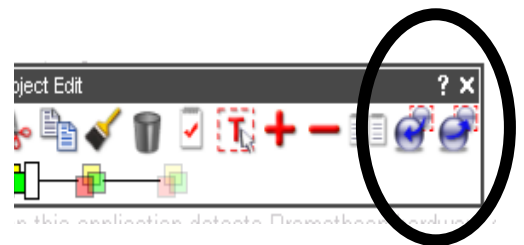
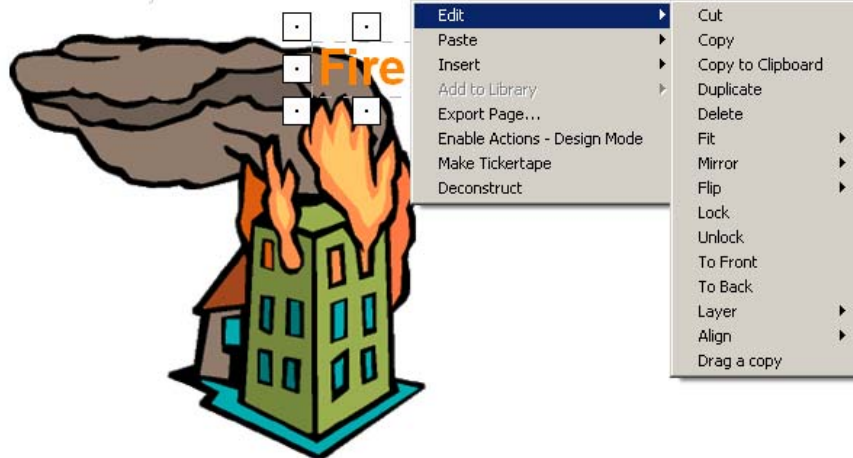


### Changing the Order WITHIN a Layer

In the sample below, the textbox is in FRONT of the image. This means that the textbox was added AFTER the image was placed on the page. If you want the textbox BEHIND the image, you will have to change the order. The order will be changed within this layer and not between layers. To change the order of objects WITHIN a layer, right click one of the objects and this will bring up the **Quick Select Toolbox**. Go to **Edit** then you will select **To Front** or **To Back**, depending on the position desired for the selected object. **Note:** You can also use the **Object Edit Toolbox** icons.

Fire not detected

not be displayed when this application detects Promethean hardware attached to your computer  
not be saved with your file

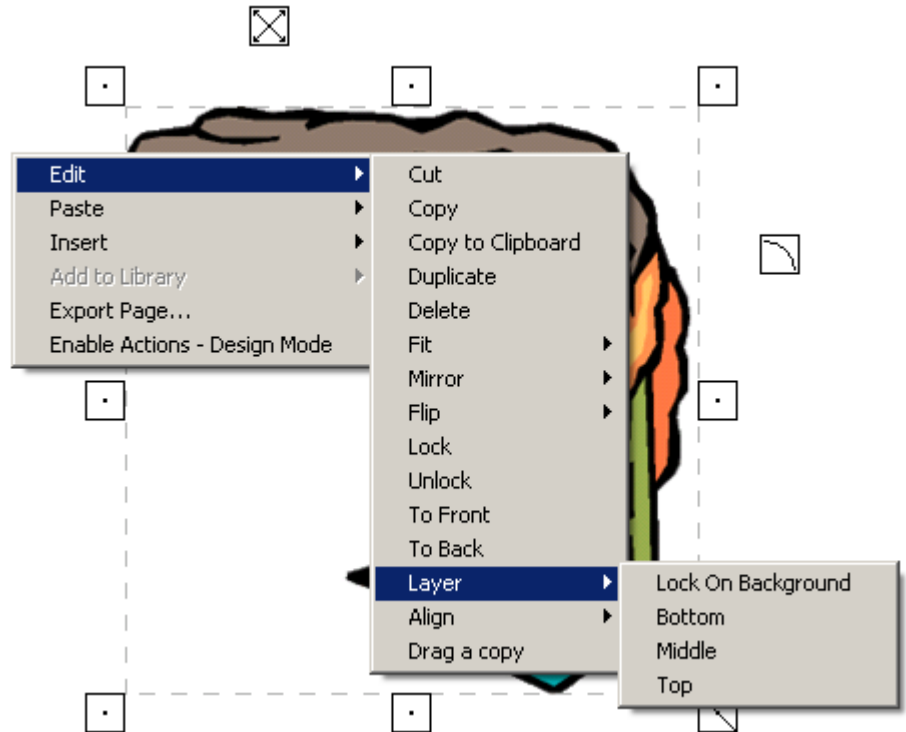


## Section 3: Changing and Clearing Layers

### Changing the Layer of an Object

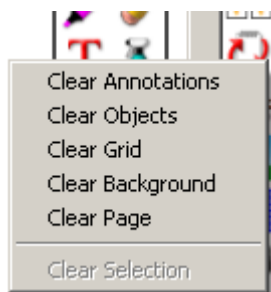
Right click on the object and the **Quick Select Toolbox** will appear. Left click on the **M** to activate the drop-down menu. **Edit > Layer > Bottom, Middle, or Top.**

**You have the option to move objects to any of the 4 layers.**



### Clearing a Layer

The **Clear Tool** allows you to clear items layer by layer. You will just have to know what is on each layer. If you accidentally clear something, you can use the **Undo** to restore.



## Section 4: The Eraser Tool in Layers

The Eraser Tool does not physically remove the annotation or the object placed on the Top Layer. It adds a transparent layer on top of any object on the Top layer, which allows the objects on the Middle, Bottom or Background Layer to show through. The Eraser object can be selected with the Marquee Select tool and moved like any other object—allowing for creative ways to discover or reveal items on your Flipchart.

Example:

- From the Resource Library, add a sleeping boy to your page and then add a house. (The house will be on top of the boy because of the order that you added them to the page.) Images always reside on the Middle Layer until you change the layer.
- Move the house to the Top Layer.
- Move and resize the house so that it totally covers the sleeping boy.
- Choose the Eraser Tool and erase the house. You will see it will be erased while the sleeping boy remains.



## Section 5: Locking and Unlocking Objects

**VERY IMPORTANT:** In the Design Mode, the default is to allow locked objects to move. Go to the Main Menu > Studio Settings > Design Mode to review the default settings.

To lock an image to make it immovable in the PRESENTATION MODE, look at the image of the drop-down box in Section 2 above. You find the lock option in the **Quick Select Toolbox**. **Edit > Lock/Unlock**.

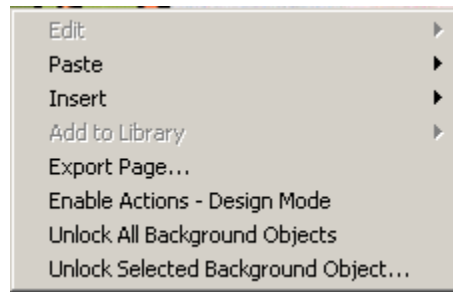
**To Lock Image to the Background:**

**Quick Select Toolbox > Edit > Layer > Lock on Background**

Once items are locked on the background, you will not be able to select, edit, or view the properties for the object. Multiple objects can be locked to the background at once but selecting all of them then go through Lock on Background steps above.

### To Unlock the Items on the Background:

First, at least one object has to be locked on the background. If not, you won't get the option to unlock. To unlock, Right click on page, from **Quick Select Toolbox, Main Menu > Unlock All Background Objects.**



## Section 6: ActivStudio with Other Applications

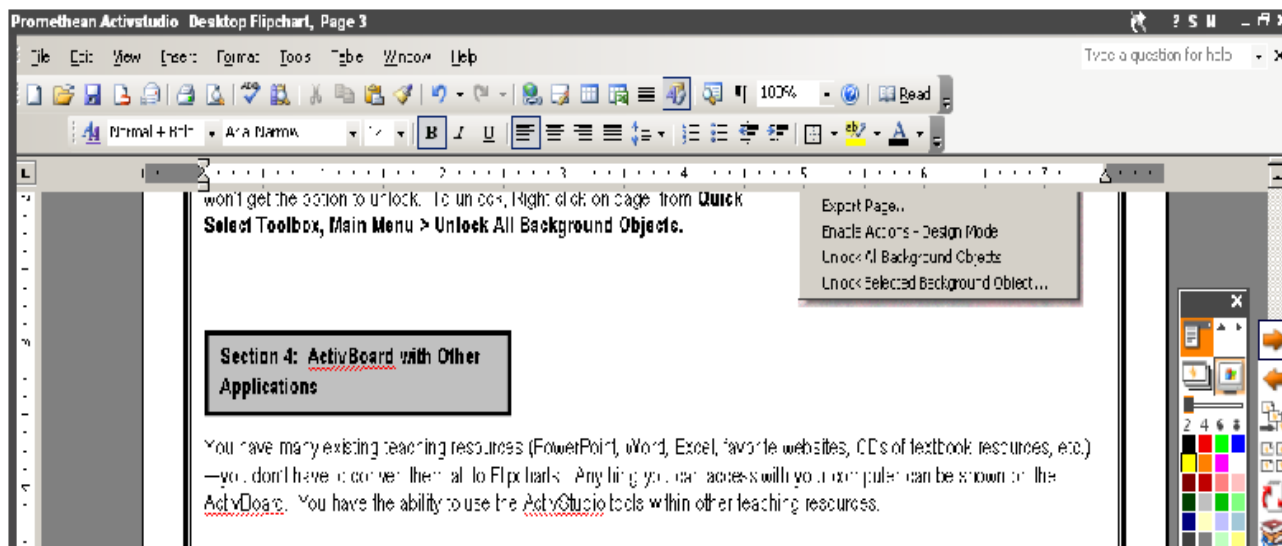
You have many existing teaching resources (PowerPoint, Word, Excel, favorite websites, CDs of textbook resources, etc.) —you don't have to convert them all to Flipcharts. Anything you can access with your computer can be shown on the ActivBoard. You have the ability to use the ActivStudio tools within other teaching resources.

When you activate the **Annotate over Desktop** button, two different functions may occur depending on your Studio Settings.

### **THERE ARE 2 TYPES OF DESKTOP FLIPCHARTS:**

1. **Page Background** is a live desktop. With this setting, a transparent layer is placed over the desktop. You can use all of ActivStudio's tools in this mode. The Marquee Select Tool interacts with your desktop through the transparent layer. When saving the Desktop Flipchart in this mode, only the annotations will be saved but NOT the Desktop. This is the default setting for WIN 2000/XP, and later versions.

You will see indicators which demonstrate there is a Flipchart on top of the application you are working in. Upper left corner, you will see the name and page of the Flipchart. Upper right corner, more symbols. You will also see a black frame that indicates there is a flipchart page on top of the Desktop.



To add a page to the Flipchart, use the arrow key in the Flipchart Toolstrip. To save the Flipchart, click on the floppy disk icon in the Flipchart Toolstrip.

2. **Page Background** is a photo of the desktop. **TO GET INTO THIS MODE, YOU HAVE TO GO TO Menu > Studio Settings > Desktop Flipchart (on left side of pop-up box) > select “Annotate on a picture of the desktop.”**

This type of Desktop Flipchart is an inactive image of your desktop. \_ActivStudio will take a picture, or screen shot, of whatever is on your desktop. All of ActivStudio's tools can be used on this type of Desktop Flipchart. When you save this Desktop flipchart, the whole Flipchart, including the desktop image, will be saved. **NOTE:** The live desktop will not be visible, so you cannot click on links, etc.

## Section 7: User Defined Buttons

You can customize the User Defined Buttons located on your Main Toolbar. The shortcuts would be saved with the particular Flipchart you are working with. You can shortcut to a website, file (such as PowerPoint), etc. From the **Main Toolbox**, expand the width using the second arrow. Once it is expanded, the arrow changes directions.



There are 3 **User Defined Buttons**.

### Customize a User-Defined Button

- Right click on the button
  - Choose Program File from the menu
  - Click Browse
  - Locate the document you wish to use
  - Click Open
- The path to the file will be displayed in the dialog box. Click OK.
  - The appropriate icon will appear on the **Main Toolbox**. **If you linked to an Excel File, the Excel icon will appear.**
  - To define a website, type the URL in the **Program** line.
  - **TO REMOVE A USER-DEFINED BUTTON**, open the Toolstore and drag the button to the Toolstore. It won't be added to the Toolstore but will be removed from the Main Toolbox.
  - **TO ADD ADDITIONAL USER-DEFINED BUTTONS**, open Toolstore and you will find the icon in the Power Tools section.

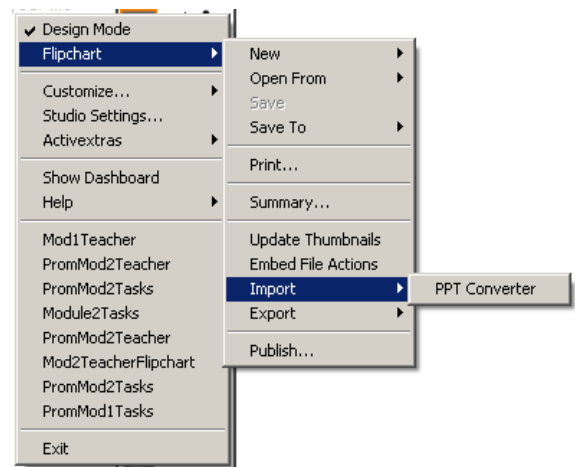
## Section 8: Converting PowerPoint to a Flipchart

As you learned in Section 1 of this module, you have the ability to open other applications and use the ActivStudio tools within that application. You also have the option to take an existing PowerPoint file and import it into the Promethean software, thus converting the PowerPoint document into a Flipchart. When you do this:

- Each slide of the PowerPoint will be created as a background on the Flipchart Page
- The slide becomes an image, and you will no longer have the ability to edit the content.
- You will be able to use all the ActivStudio tools on the page.

### **Conversion Process:**

**Main Menu > Flipchart > Import > PPT Converter**



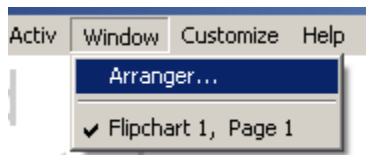
## Section 9: Arrange Windows

The “Arrange Windows” feature allows you to copy/paste/drag & drop content from either one flipchart to another or from another application (such as the web) to a flipchart.

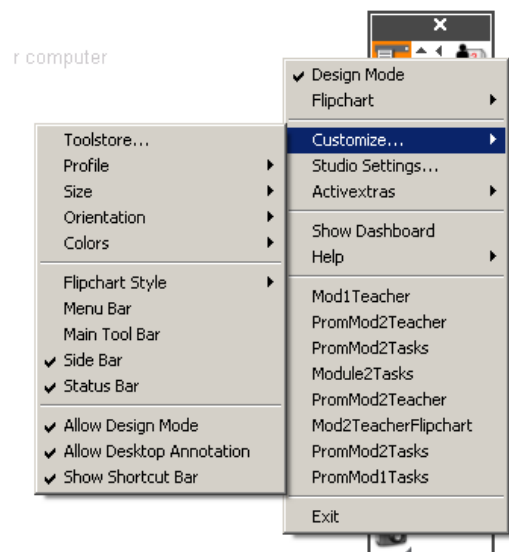
### VERY IMPORTANT!

1. In the Design Mode, you access the “Windows Arranger” through the Menu Bar. First the Menu Bar has to be activated. To do this: Main Menu > Customize > then select Menu Bar.

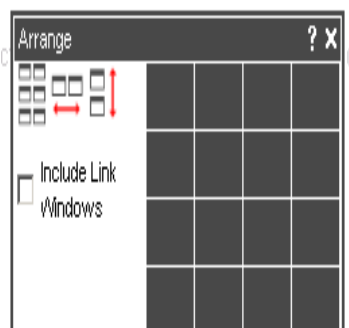
Once the Menu Bar is activated, select Window > Arranger



2. In the Presentation Mode, you will see the “A” in the upper right-hand corner of the screen. Click on the “A” then “Arrange Windows...”



The following window will pop up. This window allows you to determine the size of the flipchart you working on. You are now arranging the viewable documents on your computer screen.



Arranges your open windows so they are tiled on screen. Activstudio will tile your open windows according to how many windows are open at the time and the location of the windows on the screen.



Arranges your windows so they are tiled horizontally across your screen.



Arranges your windows so they are tiled vertically down your screen.



Select the checkbox to include the Link Viewer and Link List, if they are currently open.

The Arrange Windows box allows you to organize your currently open windows. Activstudio will organize the following windows:

- Flipcharts.
- Resource Library, when it is docked.
- Link Windows, when the Include Link Windows checkbox is selected. (covered in Module 4)

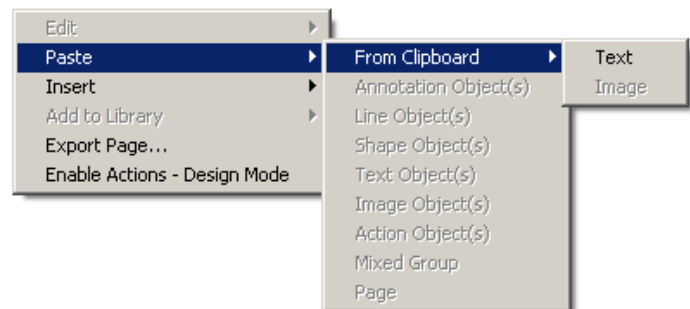
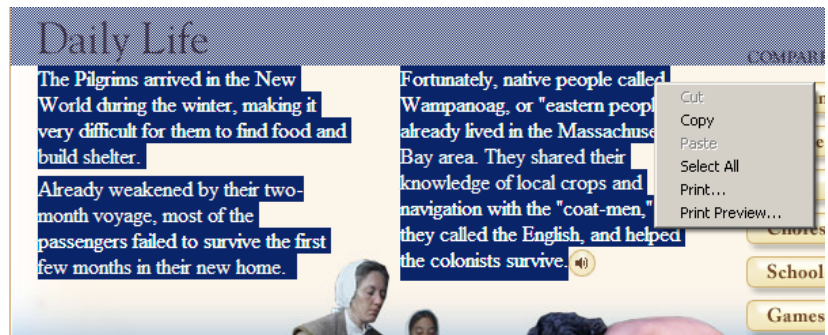
## Section 10: Copy and Paste Material into a Flipchart

If you want to bring in the content of digital material and maintain the ability to edit, you may copy the text and images to your Flipchart. Material from the following can be copied and pasted into a Flipchart:

- Word Documents
- Information from Web Pages
- PDF files
- Resources on CD's
- PowerPoint Presentations
- More

### Copy and Paste Steps:

1. Open the document from which you want to copy material
2. Use your cursor to select the area to copy – highlight the area
3. Right click after highlighting the desired text
4. Left click on **Copy**
5. Right click on the Flipchart page where you want to place the copied material.
6. The **Quick Select Menu** will appear.
7. Click on the **M** to bring up Menu
8. **Edit > From Clipboard > Text**
9. The text font can be changed using **Object Edit Toolbox** procedures learned in Module 1.

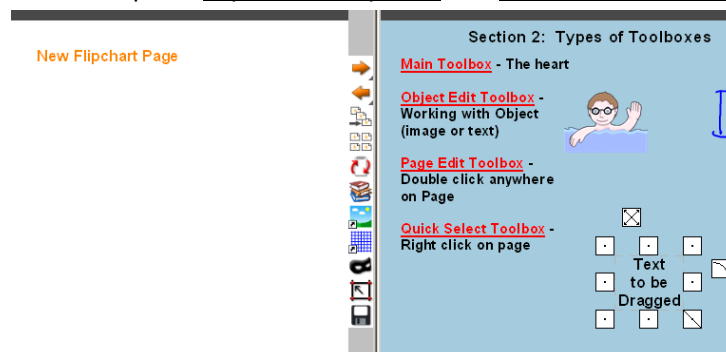


## Section 11: Drag and Drop Material into a Flipchart

The same types of documents that can be copied and pasted from also have the drag and drop feature.

### Steps to Drag and Drop

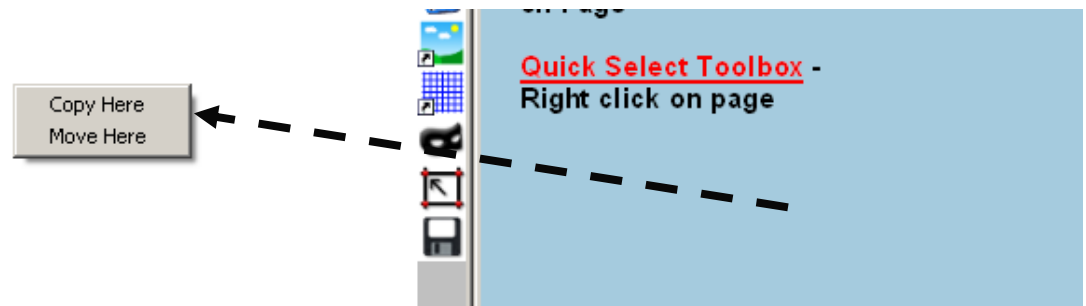
1. Open both document/website where you want to drag material from. This could be from one flipchart to another. Below are 2 screen shot examples: Flipchart to Flipchart and Website or Other Document to Flipchart





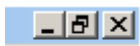
### Flipchart to Flipchart

- Drag the item to the new Flipchart
- Select either “Copy Here” or “Move Here” If you copy, the text will reappear on the Flipchart in the original location



### Website or Other Document to Flipchart

These steps are a little different. You will have to use the Window Arranger for the Flipchart. Then in the other document where you want to drag material, you will have to click on the middle window resize button



in the upper right-hand corner. This enables you to see both documents at the same time. You may have to manually arrange the second window so that you see the material to drag. Then highlight the material to drag and drag to Flipchart.



## Section 12: Deconstruct Flipchart Text

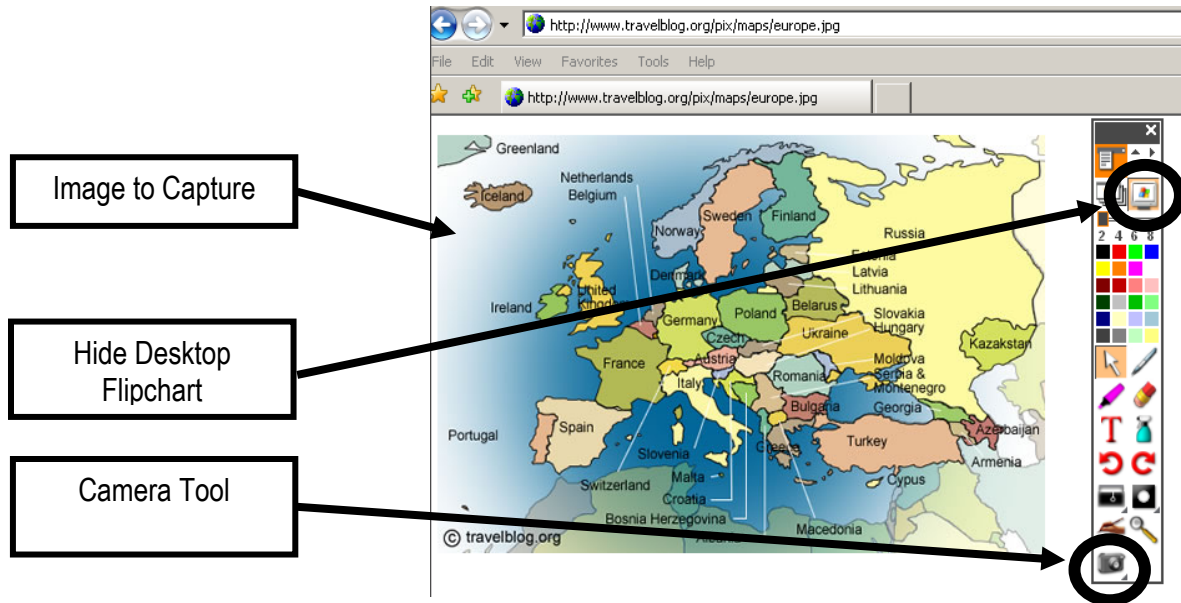
This is a useful tool for several teaching strategies. If you copy and paste or drag and drop text from one location to another, it moves as a total text box. If you want to pull a word out of the text box, right click on the word and the **Quick Select Toolbox** will appear. From the **Menu**, select **Deconstruct**. The word you right clicked on will be duplicated so that you can pull it out. The word can be manipulated in any manner. You can also add the word to the Text category of My Resources. Covered in Module 5.

## Section 13: Using the Camera Tool

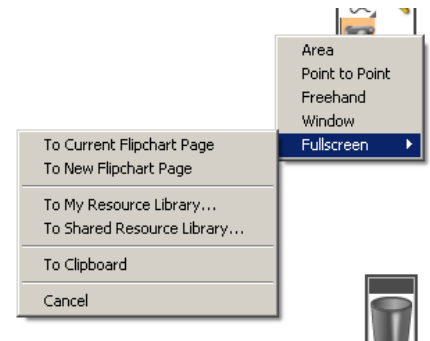
The **Camera Tool** allows you to capture, as an image, anything displayed on your desktop. The photograph becomes an image object you can add to your Flipchart page, Resource Library, or Clipboard, allowing you to manipulate it like any other object.

### Steps in Using the Camera Tool:

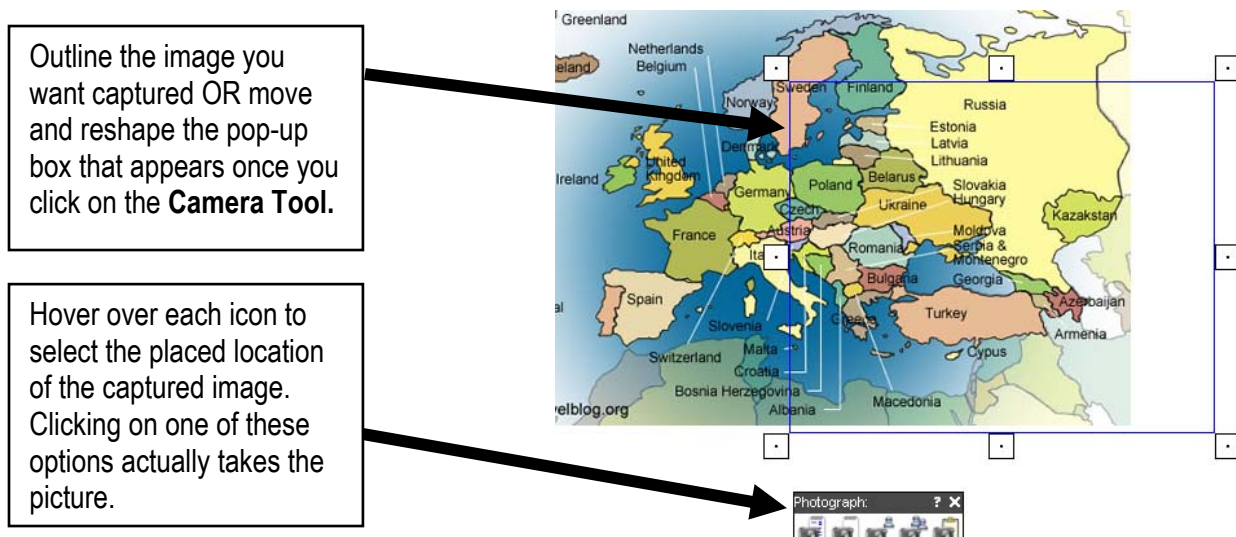
1. Open the document or website with the content you want to take a "picture" of.
2. Open the ActivStudio software.
3. On the Main Toolbox, click on the **Hide the Desktop Flipchart** icon. This allows you to use the ActivStudio tools while working in other applications. (Section 4 above)



4. Click on the **Camera Tool** on the Main Toolbox.
5. Once you click on the **Camera Tool**, you will have several options. You have 4 options of the size of picture you want. Then you have options on where you want the picture to be placed.



6. If you select **Area**, you will have to opportunity to draw a box around the desired area (using your mouse). Experiment with the options of **Point to Point**, **Freehand**, and **Window**. Also, once the **Camera Tool** is activated, the options of where the captured image is to be placed appears in a small toolbar.



## Important Information

The Photograph toolbox displays the following paste options:



### To Current Flipchart Page

Pastes the image on the Flipchart page you currently have open. If you have multiple Flipcharts open, the image will be pasted to the Flipchart that was last active.



### To New Flipchart Page

Pastes the image on a new page in the Flipchart you currently have open. If you have multiple Flipcharts open, the image will be pasted to the Flipchart that was last active.



### To My Resource Library

Allows you to save the image in the section of the Resource Library called My Resource Library. You will be prompted for a filename and you can choose to save the image in your backgrounds or collections folder.



### To Shared Resource Library

Allows you to save the image in your Shared Resource Library. You will be prompted for a filename and you can choose to save the image in your Shared backgrounds or collections folder.



### To Clipboard

Puts the image in the Windows clipboard, which you can then paste into other Windows applications.



### Help Button

Access help about the Photograph toolbox.



### Close Button

Abandons the camera operation and returns the screen to normal view.

## Section 14: Add Resources to the Shortcut Toolbar

Images taken with the **Camera Tool**, objects in the Resource Library, or any annotation you may have completed can be placed on the **Shortcut Toolbar** on the **Main Toolbar**. Placing items on the Shortcut Toolbar which you need easy access to assists in presentations as well as in developing Flipcharts.

### To Place an Item on the Shortcut Toolbar:

1. The Item must first be on the Flipchart page.
2. Roll out the **Shortcut Toolbar** on the **Main Toolbar**.
3. Drag and drop the object you want onto the Shortcut Toolbar.  
When you see the Hand icon in the Shortcut Toolbar, you may release the object.

### To Remove the Item from the Shortcut Toolbar

1. Open the Toolstore
2. Drag the item from the Shortcut Toolbar to the Toolstore.



# Promethean Training

## Module 4

### Section 1: Organizing My Resource Library

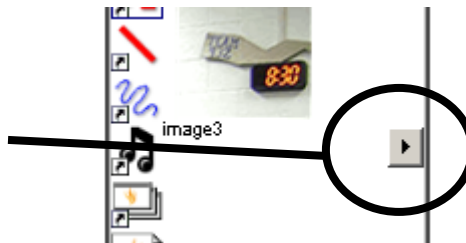
The Resource Library is divided into Shared Resources and My Resources. You cannot add or take away from the Shared Resources but you can add and take away items in the My Resources area. For those resources in the Shared Resources area which you use often, you can create folders in the My Resources area and store them for easy access. You can also store pages and flipcharts you created in the My Resources area. Images captured from the web can also be added to the My Resources area. Organization is very important so that you can easily locate your filed information.

### Section 2: My Resource Library

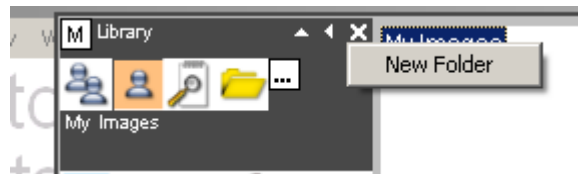
#### Creating New Folders in the My Resource Library Area

1. Open the Resource Library
2. Click on the icon for **My Resource Library**

3. Expand the view of the Resource Library.

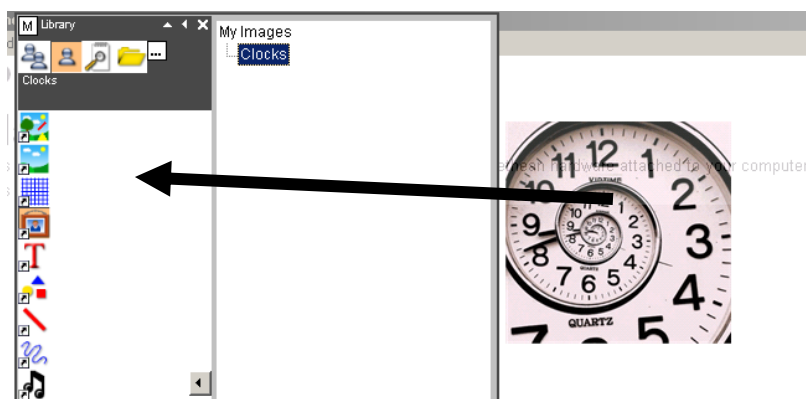


4. The main category you should see is "Images." (YOU CAN ADD TO EACH OF THE CATEGORIES IN THIS SAME MANNER. i.e., Backgrounds, My Shapes, etc.) Right click the word "Images" and "New Folder" will appear. Click on it and enter the name of the new folder. **VERY IMPORTANT:** This creates a new folder in the My Documents area on THE COMPUTER YOU ARE PRESENTLY ON. BECAUSE OF THAT, YOU WILL NOT BE ABLE TO SEE THESE IMAGES IF YOU GO TO ANOTHER COMPUTER. THE ONLY WAY TO DELETE THESE FOLDERS IS TO GO INTO THE MY DOCUMENTS > ACTIVSTUDIO3 > MY IMAGES. You will see the folders you have created.

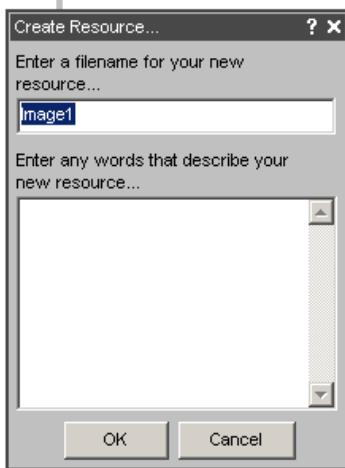


#### Adding Resources to the Resource Library

1. Determine what type of image/object you are adding to your My Resources area. (Collection, Image, Flipchart, Background, etc.?)
2. Make sure you have the correct category selected.



- Because you are adding a clock image to your resource library, make sure the "Clocks" folder is highlighted.
- Click and drag the clock image on your flipchart page to the Thumbnail Pane area.
- Image stays on your flipchart page but is added to your My Resources area for use in the future.



- When you drag the image to the Thumbnail Pane, you will see a Create Resource option. The purpose of completing this is so that in the future you when you search for items in your Resource Library, this image will be included in the search. You will want to be specific in the word(s) you associate with the image.

**\*\*\*NOTE:** Because there are thousands of items in the Resource Library, you can save yourself time by identifying those you use often and adding them to your My Resources area. The item you want to add would need to be pulled to a Flipchart page then added to your My Resources area according to the steps above.

### Section 3: Add to the Flipchart Pages Category

Many of the pages you create will be used in multiple flipcharts. A good example is your daily bell ringer page. You can create a template page and add it to your My Resources area, My Flipcharts.

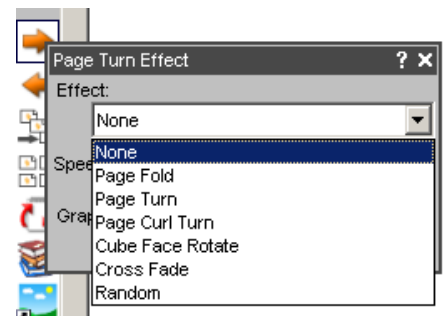
1. Create the page
2. Right click on the flipchart page
3. From the pop-up menu, choose "Add to Library"
4. The Create Resources window appears and allows you to add search tags to the page.

### Section 4: Adding Page Effects

You may want to add additional dynamics to your Flipchart page transitions. This would be done after you have completed creating your Flipchart file.

**Whatever effect you select, it will apply to the full Flipchart.**

1. Right click on the Next Page button in the Flipchart toolstrip.
2. You will see several options under the Effect drop-down menu. Experiment with the effects.
3. You can also see the speed of the page transitions.



### Section 5: Creating Page Links

**NOTE: WHENEVER ANY TYPE OF LINK IS INSERTED, YOU WILL SEE A SPECIAL ICON WHEN YOU HOVER THE PEN OVER THE LINKED OBJECT.**

Sometimes you will want to add a link from one page in your Flipchart to another page in the Flipchart. Below is an example when you would do this:

### Question on a Page 1 of a Flipchart

1. Oklahoma is in
  - a. North America
  - b. South America
  - c. Asia
  - d. Europe

### Page 2 of the Flipchart

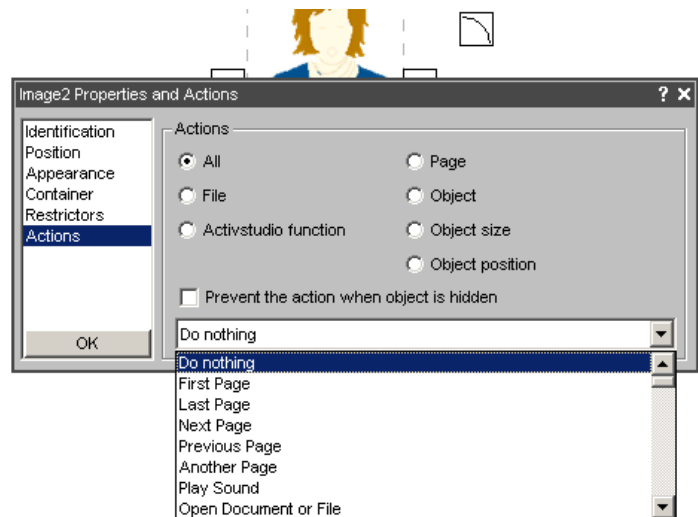
If the student selected the correct answer, he/she would be taken to this page which may have the next question

### Page 3 (or other page) of the Flipchart

If the student selected an incorrect answer, he/she would be taken to this page with an explanation of why the chosen answer was incorrect.

You can link a text box OR image to another page in the Flipchart. To do this:

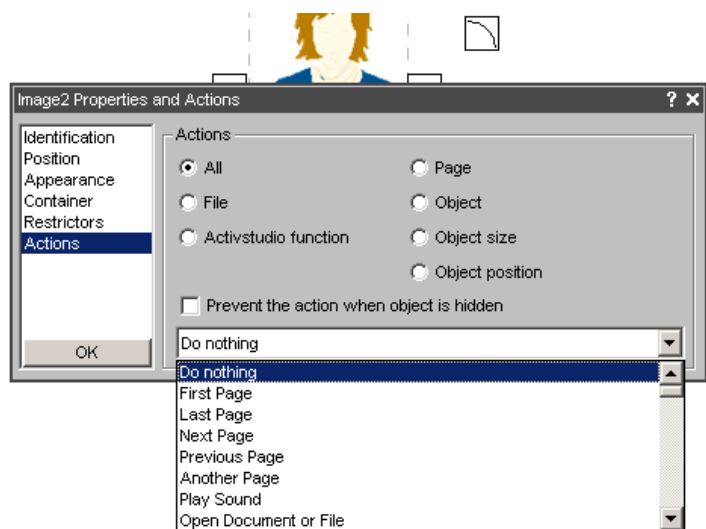
1. Double click on the text box or image you want linked to another page
2. Select the Properties icon
3. Click on the Actions in the left-hand column then in the drop-down box, select the page you want. If it isn't the first, last, or next page, select "Another Page." After selecting "Another Page," you will get a pop-up box to select the page you want linked to. Select the page then select "Set."



## Section 6: Creating a Hyperlink

You may want to hyperlink an image or text box to a web address or a document on your computer, such as a Word document or PowerPoint presentation. To do this:

1. Double click on the image or text box to be linked
2. Select Properties
3. Select "Action" in the left-hand column
4. **MAKE SURE THE "ALL" RADIO BUTTON IS SELECTED**
5. From the drop-down box, select "Open Embedded Document or File." **Selecting the Embedded option ensures that whatever you link, it will be included in your saved Flipchart. This is important if you are sharing Flipcharts. The attached documents will become part of the Flipchart file.**

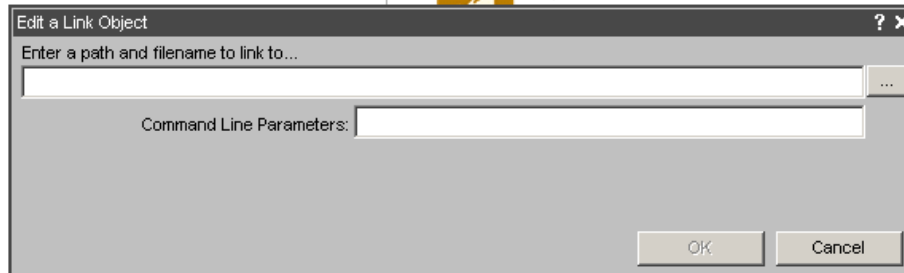




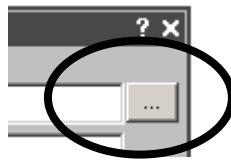
**NOTE:** From the drop-down menu, you can create different sorts of links from a text box or image. Sounds in particular can be a powerful learning tool. Find the sound file on the web, and download it and link or just link directly to the sound file.

6. Click on “Set”

7. The “Edit a Link Object” box appears. If you want to link to a web site, type the URL in the top box.



8. To link to another document, click on the ... at the right of the text-entry box. You can then navigate to a document.



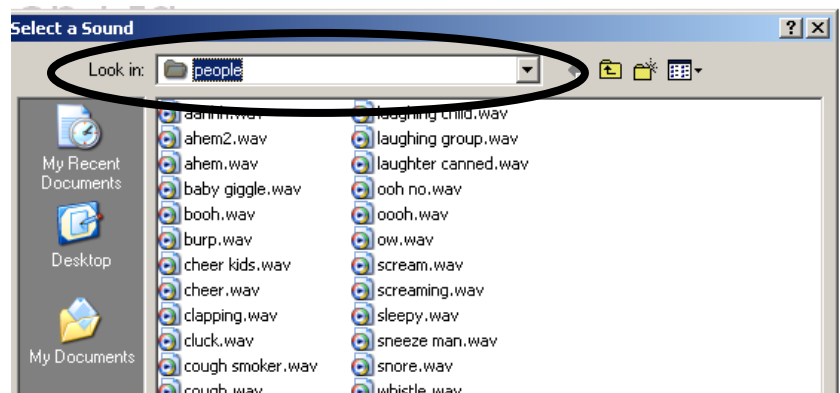
**REMEMBER,** actions such as hyperlinking do not operate by default in the Design Mode. You can change the default by going to Main Toolbox > Main Menu > Studio Settings > Design Mode then uncheck the box in front of “Do not perform any object actions.”

## Section 7: Inserting a Sound

You can attach a sound to an image or text box. There are some sounds in the Resource Library. You can also download sounds from the web and link to those sounds. **To link to a sound in the Resource Library:**


1. Double click on the image or text box to be linked
2. Go to Properties
3. Select Actions in the left-hand panel.
4. From the drop-down menu, select “Play Sound”
5. Click on “Set”
6. You will see a choice of sounds which are already in the Resource Library.
7. When you have finished, make sure that actions are enables and test your link.

**To attach a sound not included in Resource Library,** such as a speech you’ve downloaded from the web or song from a CD, you will need to identify the location of that file on your computer or other location. You will follow the same steps as above but will need to navigate to the location of the sound file. Go to “Look in” drop-down menu to locate sound file.



## Section 8: The Color Picker Tool

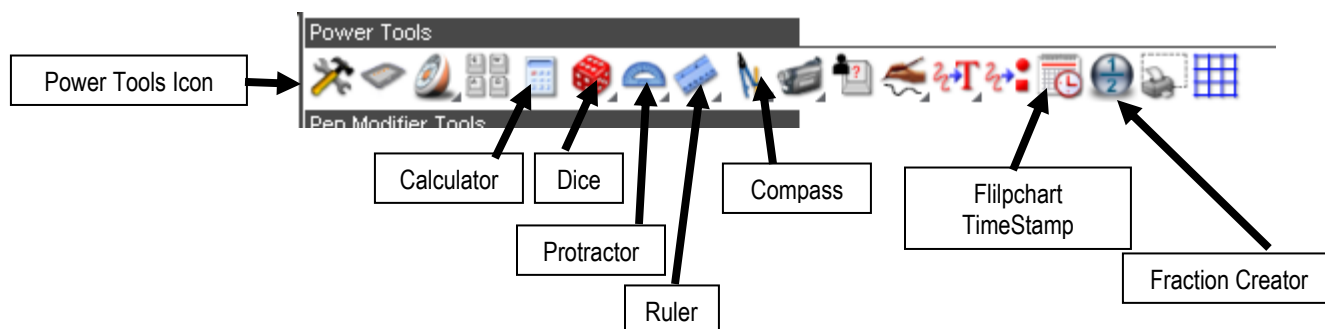
Sometimes the color choices in the color palette aren't exactly what you want. Maybe you want to match a particular color in an image. To do so:

1. Add the Color Picker tool to the Main Toolbox. You will get this in the Toolstore. 
2. Click on the color in the Main Toolbox which you are going to replace. (If you ever want to reset your color palette to the original by going to the Main Menu > Studio Settings > Toolboxes > Reset all Toolboxes.)
3. Click on the Color Picker tool. The cursor changes to show a cross hair.
4. The Color Picker selects the color directly under the cross hair when you click on the color you want.
5. The new color will replace the color you had selected in the Main Toolbox.
6. Now you have that new color available for the Fill Tool or for other coloring options.

## Section 9: The Power Tools

The Power Tools are handy tools for measuring, drawing, and working with numbers. The Toolstore has these tools grouped, ready for you to add to the Main Toolbox on an individual basis or you can add the Power Tools icon to your Main Toolbox. The Power Tools icon launches a Power Tools Toolbox.

Power Tools Available in the Toolstore. Explore all of them! We will focus on some of them for this training.

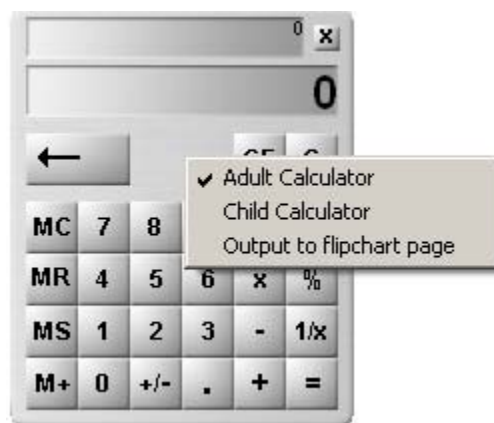


### Calculator Tool



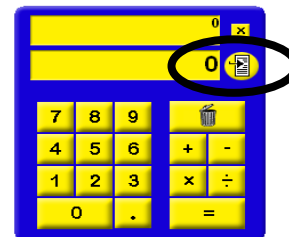
Once you have the calculator open, you may change between the Adult Calculator and the Child Calculator by right-clicking anywhere on the calculator EXCEPT on the display screen. The calculators work the same as handheld calculators.

**NOTE:** Once you enter a calculation into the calculator, you have the option to "Output to flipchart page." This is a quick way to make a page of math problems on a flipchart page.





To place the calculation on the page using the Child's Calculator, click on the Output button next to the display window.



The calculator tool can be dragged anywhere on the page by clicking anywhere other than the display screen or buttons and dragging it to the new location.

### Dice Tool



Once you select the Dice tool, a pop-up window appears. By clicking on the drop-down button on the left of the window, you can select the number of dice you want to roll.



After selecting the number of dice you want, click on the Dice Button. A dice animation will appear, displaying the results. If you click on the equal sign, the results are placed on the flipchart page in numerical format.

### Protractor



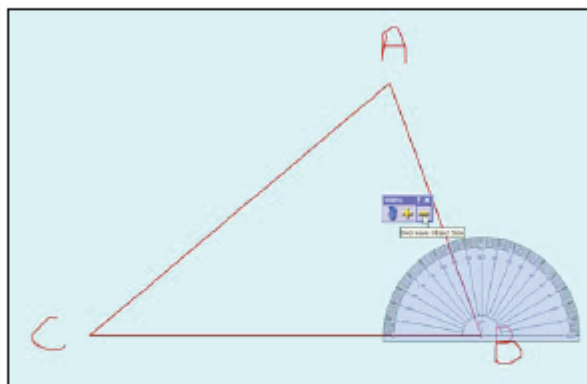
Once you click on the Protractor tool, you have a choice between a half or full protractor.

#### Creating Filled Segments

Move the protractor so that the key point (0) is over vertex B. Double-click on the protractor to open the Maths toolbox.



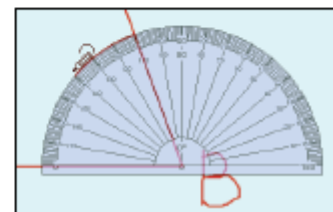
Click on the Decrease Object Size button a number of times until the protractor is around the size shown in the image.



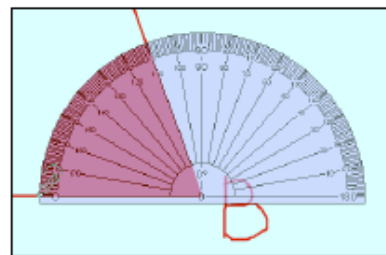
Close the Maths toolbox.



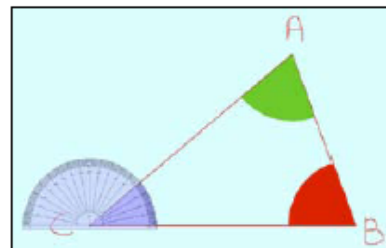
Now, with the Pen tool, you should be able to draw a line around the curved edge of the protractor in the same way you did with the ruler.



When you finish the line, however, a filled segment will automatically be created.



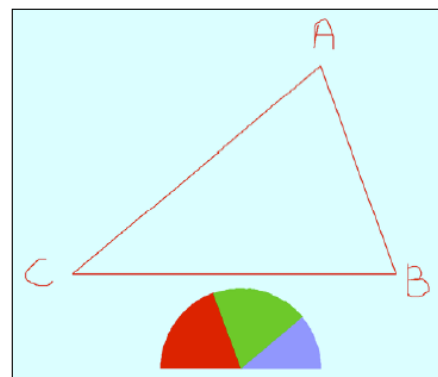
Move the protractor and draw two more segments in the other angles, changing the pen colour each time.



When you have finished, drag the Protractor to the Flipchart Bin.



Math teachers like to create filled segments in this way so they can move the segments together to show how the 3 angles of a triangle add up to 180 degrees.



## Ruler Tool



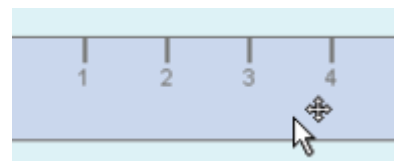
After clicking on the Ruler icon, you will see you have 3 options for the type of ruler you want. cc, mm, and inch.

cm

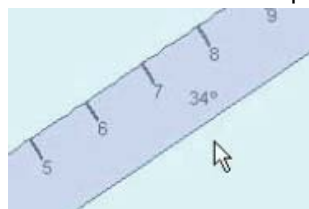
mm

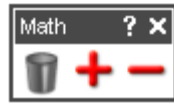
inch

When selected, a ruler will appear on the page. Hover the cursor over the bottom half of the ruler and the cursor will change to a cross. This is the symbol for picking up and moving the ruler.



Hover the cursor over the top half of the ruler and the cursor will change to the rotation symbol. As you rotate the ruler, notice that the angle of rotation appears – the angle between the ruler and the horizontal is displayed in the center of the ruler.





Double click on the ruler and you will get a Maths toolbox.

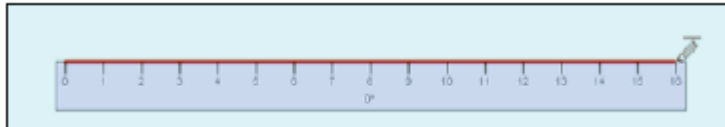
Click on the + to add length to the ruler.

Click on the - to decrease the length of the ruler.

Click on the Trash Can to remove the ruler from your flipchart page.

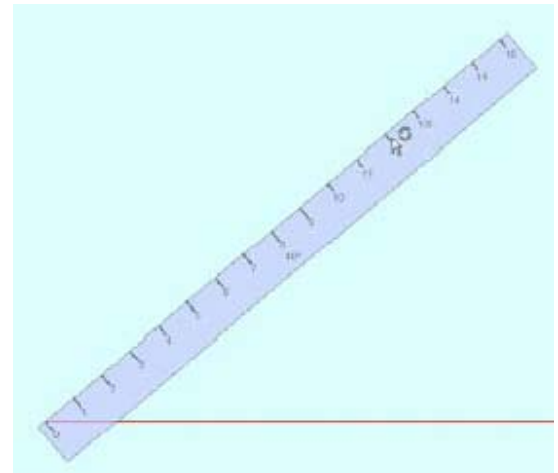
### Drawing a Triangle With the Ruler

The pen tool and ruler work together to create straight lines. After the ruler is placed on the page, select the pen tool, indicating the line width desired. Hover the cursor over the top edge of the ruler. The cursor will change to a pencil with a line above it, indicating that you can draw a straight line.



Next, click on the Marque Select Tool to get out of the pen tool. Next, rotate the ruler, keeping the 0 of the ruler on the beginning of the original line. To do this, hover over the ruler until the cursor changes to the rotation icon. You will see the degrees change as you move the ruler.

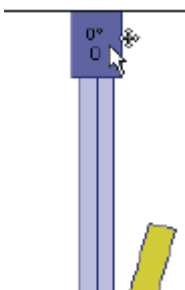
Reposition the ruler with the 0 at the end of the second line and complete the triangle.



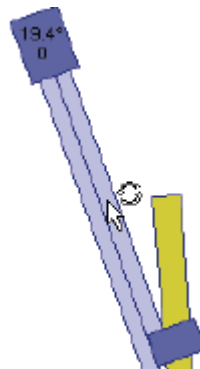
### Compass Tool



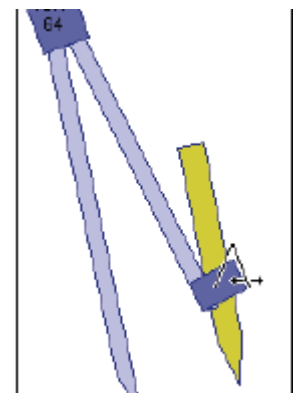
Once you click on the Compass tool, a virtual compass will appear on the page. The compass has three different sections.



**Top:** Moves the compass around the page



**Arm:** Rotates the compass without drawing a circle



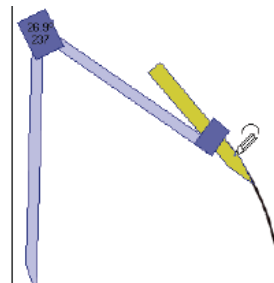
**Pen Holder:** Opens and closes the compass points.

## Drawing a Circle or Arc With the Compass

Click and drag on the pen.

Double click on the compass image to open the same Maths toolbox you saw with the ruler and the protractor.

Delete the compass from the page using the Trashcan icon in the Maths toolbox.



## Flipchart Time Stamp



At any time, you have the ability to place a time/date stamp on a page. When you click on the Time Stamp icon in the toolbar, the date and time is placed on the upper left-hand corner of the page. This is a text box so it can be dragged to any position on the page.

## Fraction Creator Tool



Use Activstudio to create fractions for your mathematical formulas. With the Fraction Creator you can create three types of fractions: letters  $\frac{x}{y}$ , numbers  $\frac{2}{3}$  or both letters and numbers  $\frac{2x}{3y}$ .

### **How to create a fraction:**

1. In the Fraction Creator Toolbox, write the numerator in the top box and the denominator in the bottom box.
2. Click on the appropriate button for the type of fraction you want to create.
3. Click on the [Add to Flipchart Page](#) button to convert your freehand fraction to a grouped text object. Or, click on the [Clear](#) button to remove your writing from the window, for example, if you've made a mistake.

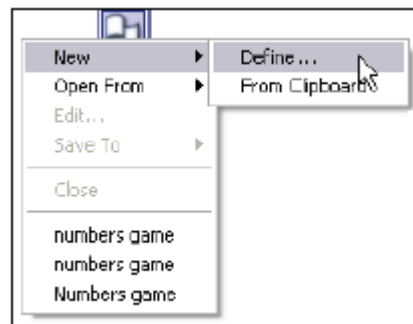
### **Using the Text tool to create fractions**

Using the Text tool, type 1/2, 1/4, and 3/4 on the page, followed by a space or Enter on your keyboard, and the number will automatically be turned into a fraction.

## **Section 10: The Tickertape Tool**



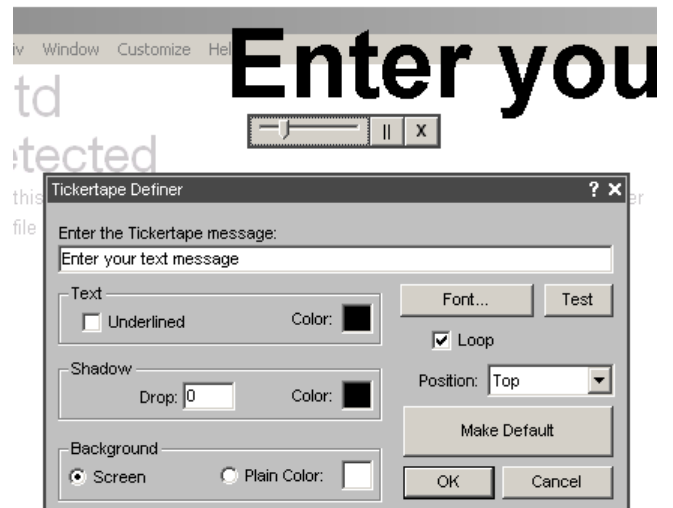
The Tickertape Tool can be placed on the Main Toolbox or on the Power Tools Toolbar. Once you click on the Tickertape Tool icon, several options will appear in the Tickertape Definer box.



You will see the Tickertape Definer box, speed controller, and tickertape appear on your flipchart page immediately.

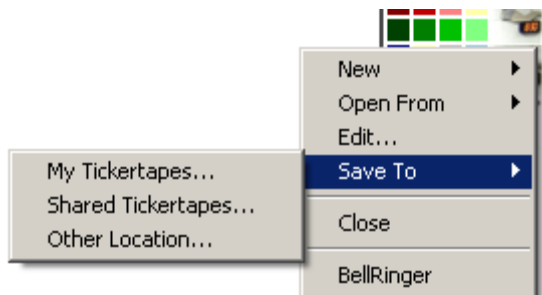
Experiment with the message, speed, color, size, and background. When you have your desired tickertape, click **OK**.

When you have a tickertape on your page, there automatically appears the speed slider. To remove the Tickertape, click on the **X** on the speed slider.



### Saving a Tickertape

When the tickertape is on your page, click on the Tickertape icon. Determine where you want to save the current Tickertape.



**\*\*NOTE: You can make any text into a Tickertape. To do this, right click on the text, Quick Select Menu, Make Tickertape.**

### Opening a Saved Tickertape

- Open Resource Library
- Go to My Resource Library
- Drag the saved tickertape to your page
- Close the Resource Library
- **MAKE SURE ENABLE ACTION IS NOT SELECTED**
- Drag the tickertape icon to the upper right-hand corner of your page
- **ENABLE ACTIONS**
- Double click on the icon to begin the tickertape.
- If you close the tickertape, the icon stays on the page so that you can activate it when you are ready.

## Section 11: The Clock Tool



The Clock Tool is useful for timing activities. When you click on the Clock Tool, you will get 5 options:

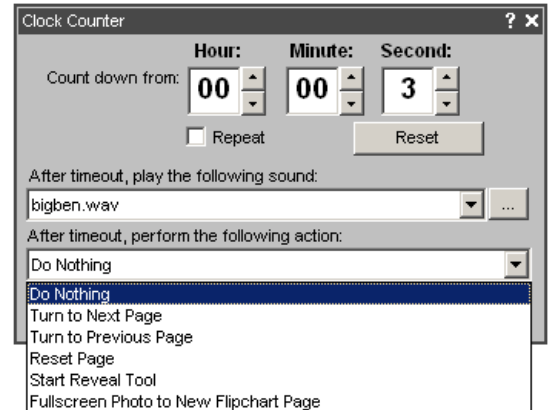
Analog  
Digital  
Both  
Count Down...  
Count Up...

The first 3 options open different types of clocks. The last 2 options open different types of timers.

### Count Down and Count Up Clocks

You will see you have the options to set the count down time, alarm sound, and timeout actions. Explore what each action does.

Other clocks are self-explanatory.



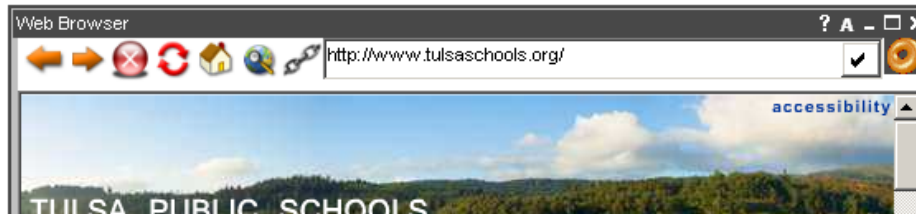
# Promethean Training

## Module 5

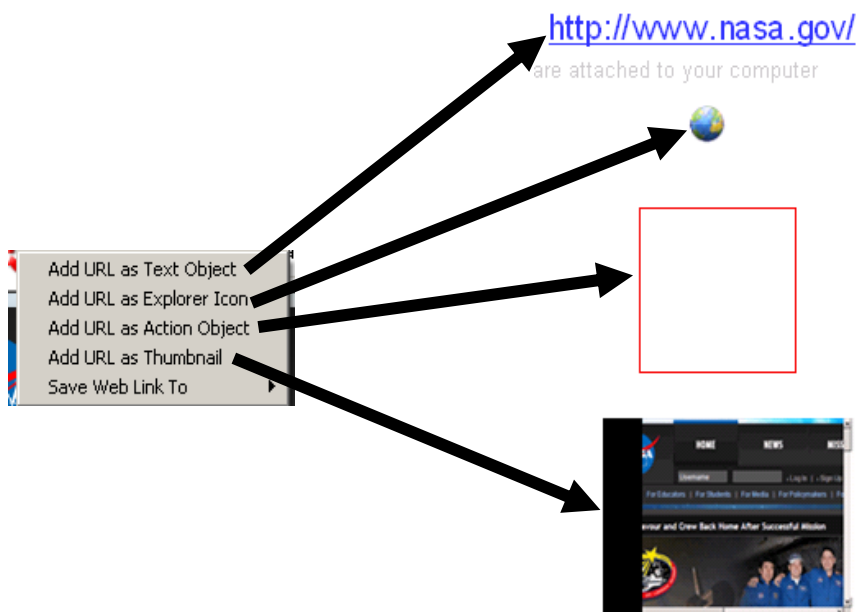
### Section 1: Web Browser



Add the Web Browser icon to the Main Toolbox. When you click on this icon, **ACTIVstudio's web browser** will be launched (as indicated with a donut). Hover over each icon to learn their functions. The pop-up window acts just like Internet Explorer. You will see Back, Forward, Stop, Refresh, Home, Search, and Link buttons. Click on the Link button.



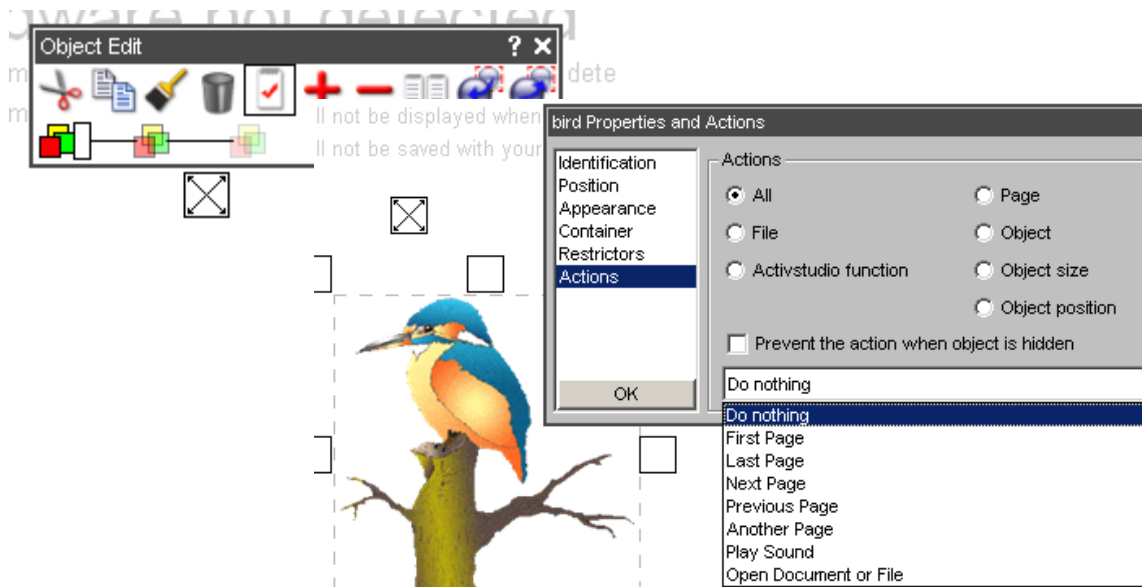
You will see you have 5 options. Experiment with each:



Close the browser. To activate the hyperlinks, be sure **Enable Actions** is on.

### Section 2: Attach an Action to an Object

Attaching an action to an object enables you to add some special effects to your presentations when you click on the object.



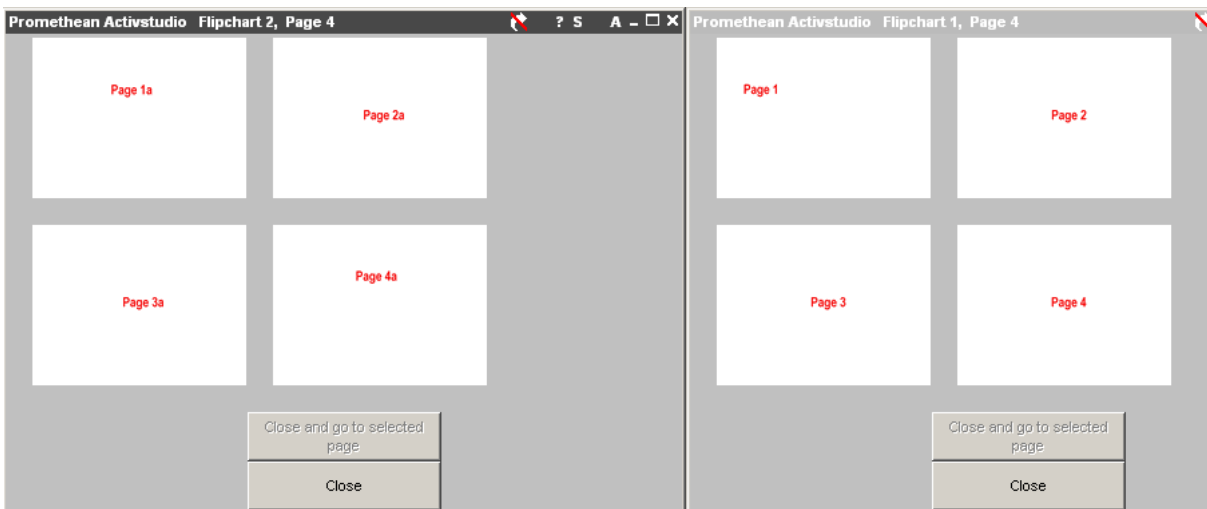
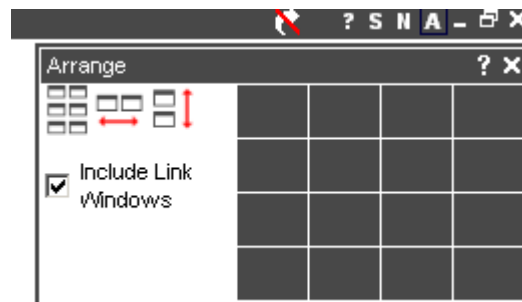
## Make sure your actions are enabled to see the results of your selections.

Now when you move over the object with your Activpen, you will see an arrow next to your cursor indicating that the object has an action attached to it. When you click on the object, the assigned action will be performed.

### Section 3: Organizing Pages Between Multiple Flipcharts

The easiest way to organize pages between multiple flipcharts is to go to the Presentation mode, Window Arranger, and open multiple windows, depending on the number of flipcharts you want to work with.

After opening the number of flipcharts you want to work with, put each in the Page Organizer mode. Then you have the ability to move and copy using the drag and drop method.

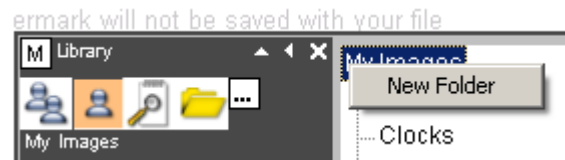




## Section 4: Organizing the Resource Library

It is possible to create sub-folders within the Categories of the **MY RESOURCE** Library. This allows you to organize your resources as your personal library builds. Because there are over 30,000 items in the Shared Resource Library, you will want to build folders to store the items which you use often and want to access quickly.

- Open the Resource Library
- Go to MY RESOURCE Library
- Click on the Category where you want a folder created. Right click, select "New Folder"
- Name the category then select OK
- You will see the new folder appears under the main category as a sub-category
- To move an item to the sub-category (folder), click and drag to left column. You will see the cursor change to a bent arrow.

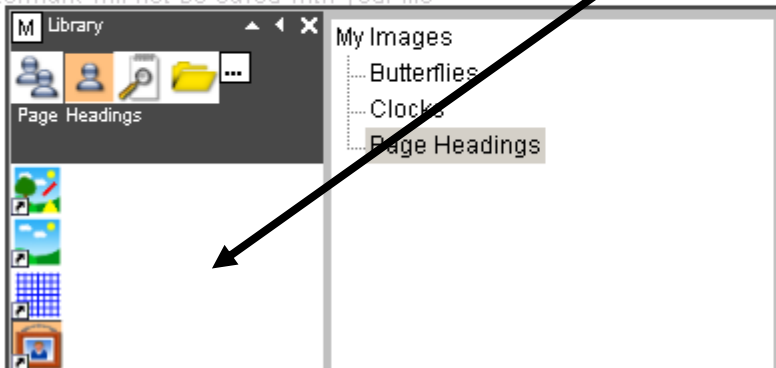


Promethean Ltd hardware not detected

# The Water Cycle

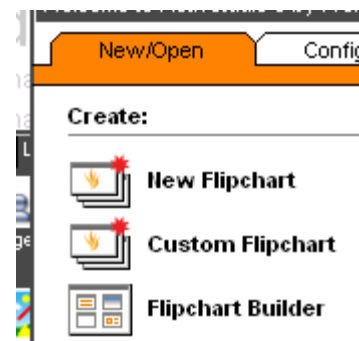
watermark will not be displayed when this application detects Promethean hardware attached to your computer

watermark will not be saved with your file



## Section 5: Promethean Templates From the Dashboard

There is a number of page/lesson templates already included in the Promethean software. To access these, from the Dashboard, click on "Flipchart Builder."



You will find hundreds of flipchart template; expand the list by clicking on the plus sign in from of each category. You can use the full flipchart or modify it to meet your needs.

Location: Shared Flipchart Pages

Shared Flipchart Pages

Classroom Management Templates

Elementary

Flipchart Builder

Graphic Organizers

Lesson Building Templates

Secondary

Spanish Conjugations

FLIPCHART BUILDER examples us.flp

Flipchart

Path

## Section 6: Resource Packs

Resource Packs are free prepared backgrounds and other flipchart additions to make your lessons much more exciting and attractive. These are found at [www.prometheanplanet.com](http://www.prometheanplanet.com). There is a specific process to download these Resource Packs to your computer. Once they are downloaded, your Resource Library will have to be reindexed. Watch the video tutorial on how to locate, download, and reconfigure your Resource Library. (The video tutorial may change web location if Promethean changes its website.) To explore the resources in Promethean Planet, you will need to become a registered user. The registration is FREE and well worth the process. As you can see below, this website has free basic professional development as well as many, many prepared resources.

NAVIGATION

HOME

OVERVIEW

FORUM

BLOG

NEWS

TEACHER FEATURE

PROFESSIONAL DEVELOPMENT

RESOURCES

SUBMIT A RESOURCE

RESOURCE PACKS

Alphabetical Listing

Date Published

RECENT RESOURCES

FEATURED RESOURCES

CURRICULUM AREA

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Our FREE Resource Packs can help you bring vibrant images and graphics into your lessons.

The resource packs displayed are for Version 3 users of Activprimary or Activstudio and are available as a free download. If you do not yet have Version 3 of either program, now available for MAC and PC, be sure to [upgrade today](#).


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Tulsa Public Schools: Promethean – Module 5

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5/23/2008

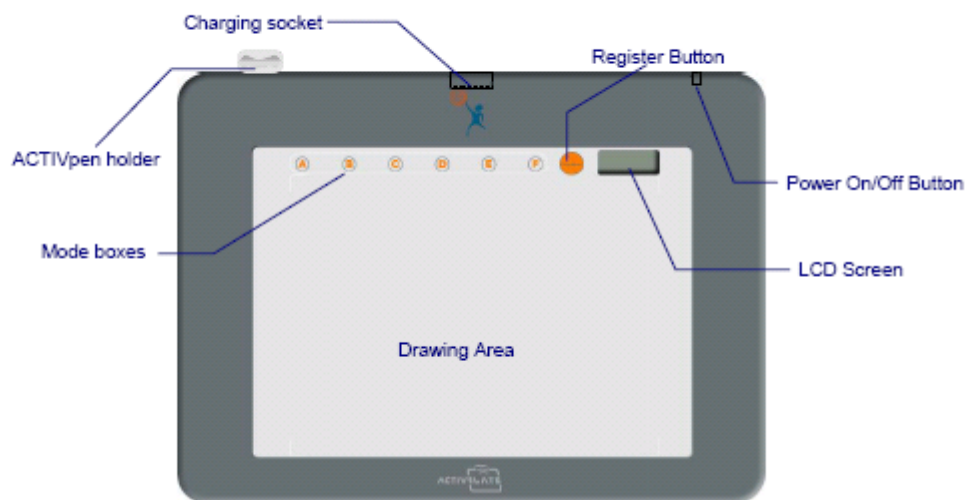
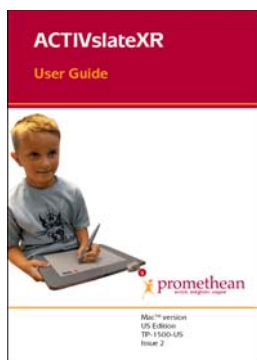
# Promethean Training Module 6

## Section 1: ActivSlate

<http://www.prometheanplanet.com/us/server/show/nav.4954>



### Operation of the RF ACTIVslate



#### Power On/Off Button

To switch the ACTIVslate on, press and hold the Power On/Off Button. Release the button when you hear the ACTIVslate beep. After approximately 1 second, the Promethean logo will appear on the LCD.

To switch the ACTIVslate off, press and hold the same button until the termination message **ACTIVslate Shutting Down** appears on the LCD Screen.

**Note: To save battery power, the ACTIVslate will automatically switch off after three minutes of inactivity. To change this time, refer to 'Menu Functions'.**

#### Register Button

The Register Button is used in the ACTIVslate registration process. Press the ACTIVpen in the middle of the Register Button to select it.

Refer to the Quick Start Guide supplied with your product for information about the Registration process.



Right click

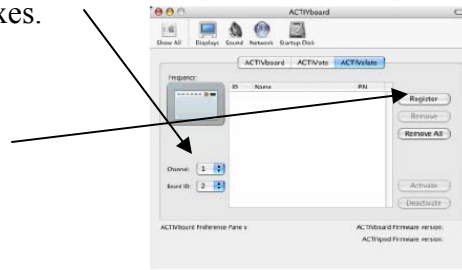
Use the end of your ActivPen to turn on your ActivSlate. Then use the Nib end to Register your ActivSlate by tapping the letter given in the LCD screen..

## Register your ActivSlate

Click on Start. Move your mouse to choose Activ Software → Active Studio 2 → ActivSlate.

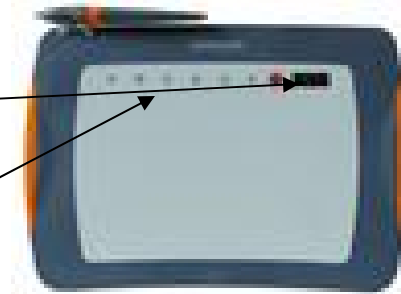
Select a Channel and System ID from the drop down boxes.

Select the Register Button in the Registration Program.



Use the ActivPen to select the Register Button on the ActivSlate.

Enter a PIN number, which the program will display, pressing the ActivPen on the appropriate Mode Boxes on the ActivSlate.



The registered ActivSlate will be displayed in the registered device window.

Close the Registration Program. The ActivSlate Controller will now show the registered ActivSlate.

## Enable your ActivSlate

Open the ActivSlate Controller.

Click on the registered ActivSlate icon to enable the ActivSlate. The icon in the Controller window will change to indicate that it is active. You can now use the ActivSlate to control your PC.



## Section 2: ActiVote

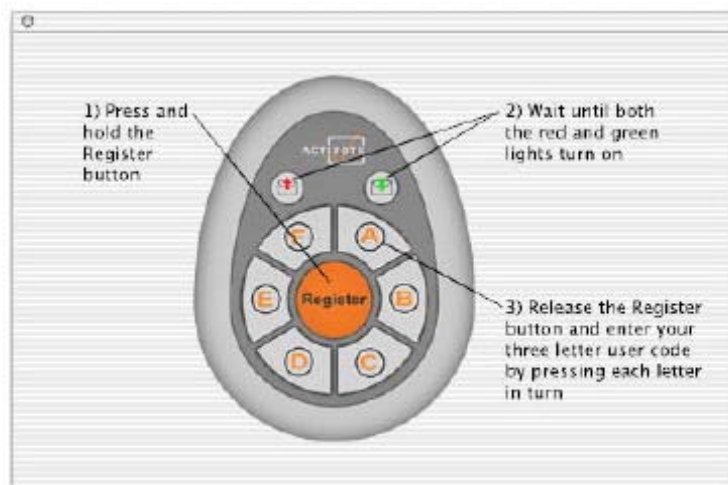
Drag the voter icon from the tool store to your tool panel.



Select the Devices option to open the Device Registration program.  
Click on the drop down arrow and select the country.

Select a channel and Board ID from the drop down boxes.

Click on the Register Button in the Device Registration program.



Repeat this procedure for every device you want to register. When all devices are registered, click on the Stop or Done button. Close the device Registration Button.

## Section 3: Voting

You can use question that you have made ahead of time. Click the flame menu button icon on the icon panel. Choose flipcharts → open from → my flip charts.

### About the Timeout Bar

When ready to accept your audience response, click on the ACTiVote tool button to display the Timeout Bar. Example:



Push one of the multiple choice letters to vote.

## Section 4: Creating Questions

### Using Question Master



Click the flame menu button icon on the icon panel. Choose ActiVote → Question Master. Choose the set of questions you want. Click on it. They will open to that flipchart.

## Question Master

In addition to asking AdHoc questions it is also possible to pre-prepare one or more questions and store them in a Flipchart for subsequent presentation. To simplify the task of preparing Flipchart questions, you can use the Question Master software.

Click on **Menu > ACTIVote > Question Master**.



**If you are running ACTIVprimary, first click on the Teacher Tools Menu button so you can access Menu > ACTIVote > Question Master.**

untitled

**Set Title Page**  
If a title page is not required, remove the tick from the checkbox below and proceed to set questions

☒ Add Title Page

Title:

Description:

1 Set Title Page  
2 Set Questions  
3 Flipchart Options  
4 Create Flipchart...

Back Next

### Step 1 - Set Title Page

You can elect to include a title page or not, the default is that a title page will be included. If you wish to include a title page, click in the **Title** text box and then type in a suitable heading representing the topic of your Flipchart questions. Click into the **Description** text box to provide a suitable description for your set of questions, or to include instructions for the users undertaking your test.

untitled

**Set Title Page**  
If a title page is not required, remove the tick from the checkbox below and proceed to set questions

☒ Add Title Page

Title: Geography Test

Description: Short text on the Capital cities of Europe.

Set Title Page  
Set Questions  
Flipchart Options  
Create Flipchart...

Back Next

Click on the **Next** button to progress to **Step 2**.



1. Question 1 will be ready for your input in the **Questions** text box. Click on the hyphen and type in your first question.
2. Now choose the Question Type. Click on Question 1 to highlight it. Click on the **Question Type** popup menu button and choose one of the following question types:

### Step 2 - Set Questions

3. If you chose a Multiple Choice type question, click on a hyphen and type in an answer for each choice in the **Answers to Question** box.  
Example:

Yes/No  
True/False  
Multiple Choice 2  
✓ Multiple Choice 3  
Multiple Choice 4  
Multiple Choice 5  
Multiple Choice 6

Depending upon the Question type and Layout chosen you will need to type in the answer and, if an image layout is chosen, select suitable images that go with your questions. See how to insert images in the topic about Image Questions and Text with image Questions topics.



4. Choose the **Correct Answer** by clicking on the popup menu button and choose the corresponding letter for the correct answer. This will be used by the output graph to indicate the correct answer. Choose **n/a**, which is selected by default, if you wish to manually choose the correct answer when providing feedback to your users, or if the question does not have a correct answer.
5. Specify a **Timeout** by selecting the checkbox then entering a time in seconds into the text box. Each question can have the same or a different timeout value. If you elect not to use the timeout feature then you will need to click on the ACTIVote button to manually end the timeout period.
6. Next Select a **Layout**. Choose from the following layout types:



Short Question - Long Answers



Long Question - Short Answers



Short Question - Image with optional label Answers



Long Question - Image with optional label Answers



Short Question + Medium Image - Short Answer



Long Question + Large Image - Short Answer



**It is possible to alter the Layout of a question at any time without losing your answers.**

7. If you would like to use the same layout for all of your questions, select the **Use this layout for all questions** checkbox. This eliminates the need to manually select the layout you require each time.

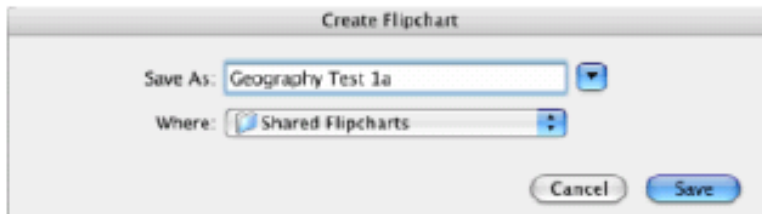
Having finished inputting Question 1 you may now add new questions by clicking on the **New Question** button. When you have inputted all your questions, click on the **Next** button to move onto **Step 3**.



## Step 4 - Create Flipchart

Having entered your questions and possible answers, using the layout and styles of your choice it is now time to output this as a Question Flipchart.

Clicking onto the **Create Flipchart** tab will open up the Create Flipchart dialog:



By default this will save the Flipchart in your personal **Named Folder** (ACTIVstudio) or **Shared Flipcharts** Folder (ACTIVprimary2). You may however elect to save the Flipchart in an alternative location by clicking on the popup menu button and selecting a different Folder.

Type in a suitable file name reflecting the type of questions you have used then click on the **Save** button.

At this stage you can leave the Question Master open and switch to your program to view your Question Flipchart. Open the Question Flipchart like you would for a normal Flipchart.

Refer to the appropriate **ACTIVote mode** to read about using a Prepared Question Flipchart.

Click on the Exit button to close Question Master program.

When you exit Question Master you will be asked to save your Question Master Source File. See **Saving your Question Master Source File** for more information.

## Image Questions

There are two image layouts you can use within the Question Master program.

### Layout 3



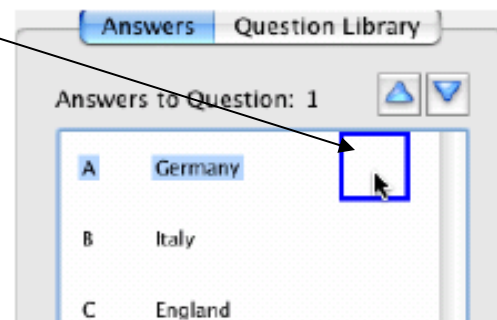
Short Question - Image with optional label Answers

This question style is used where your answers require the use of images.

This type of question requires you to input your question and choose the question type (i.e. multiple choice, yes/no, or true/false). If you choose a multiple choice question type you will need to type in your possible answers.

You also need to locate appropriate images for each possible answer.

To locate an image click in the image field (outlined in blue)



You will be presented with the **Open Image** dialog:



When you include images with your Question Master files, you are loading the location reference only into Question Master, not the image itself. If the image is subsequently moved or deleted then the reference to the image will be lost. You are advised to copy all images used in your question flipcharts into a known place in your Resource Library, to prevent such an occurrence. The Flipchart itself will still contain all images since copies of the images are embedded into the Flipchart.



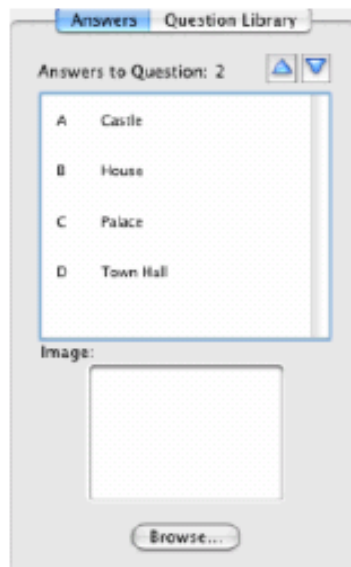
#### Short Question + Medium Image - Short Answer

This question style is used where your question is to be supported by the use of an image.

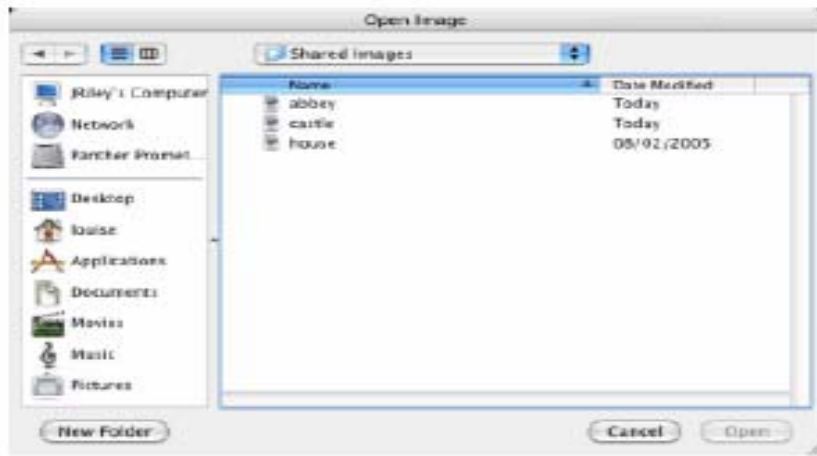
This type of question requires you to input your question and choose the question type (i.e. multiple choice, yes/no, or true/false). If you choose a multiple choice question type you will need to type in your possible answers.

You also need to locate an appropriate image to support your question.

To locate an image click in the image field and then click on the **Browse...** button



You will be presented with the **Open Image** dialog:



Import image continued

By default this will display the contents of your **ImageLib** (ACTIVstudio) or **Shared Images** (ACTIVprimary2) Folder. However, you can also browse to locate an alternative source for your image. Click on the popup menu button and select a different Folder.

Highlight the image you require and click the **Open** button, you will see a thumbnail of your selected image appear:

## Adhoc Questions

multiplication\_christmas15\_Flipchart 1, Page 6

$$3 \times 7 =$$

a 21

b 4

c 54

Open a flipchart page. Can be new or one with which you are teaching. Ask your Ad-hoc question, or write the question and possible answers onto your flipchart.

When ready to accept user response, click on the ActiVote tool button.

The countdown bar will appear, prompting users to vote.

When all responses have been received, click on the ActiVote tool button to display the results graphs. The results will be recorded to the current flipchart page.

Select the correct answer by clicking on the appropriate letter above the graph. The correct answer will be displayed in green.

Turn to a new flipchart page and ask another question.

Remember, one question with its answers per page.



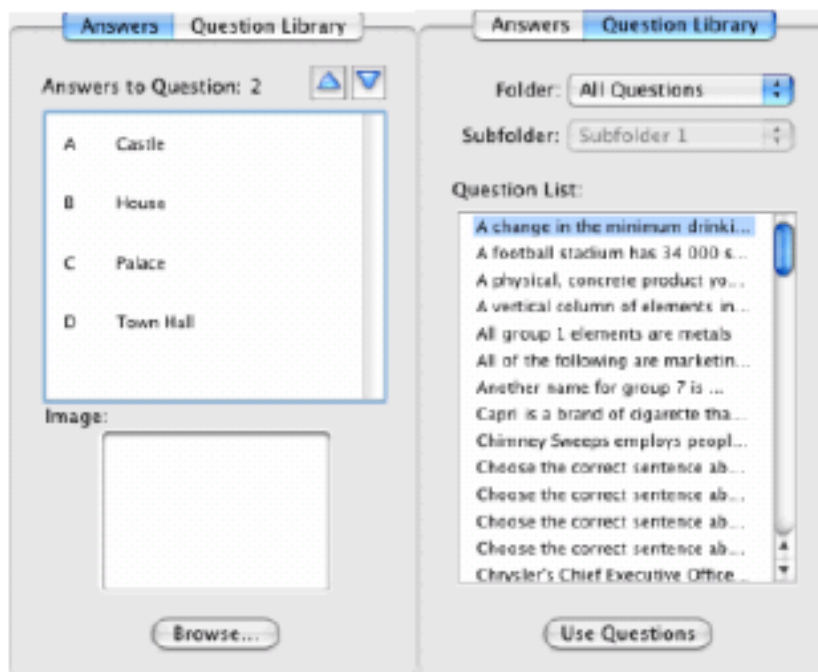
## Question Library

### Add Question from Library

The Question Library is a utility that allows you to very quickly add questions to your project from pre-written questions.

To add a question to your current Question Flipchart:

1. Click on the **Question Library** Tab. The Answers column will be replaced by the Question Library column:



The default view displays **All Questions**.

If you have organized your questions into Folders and Subfolders you may navigate through the Folder structure by using the down arrows to display the questions according to the categories you have setup.

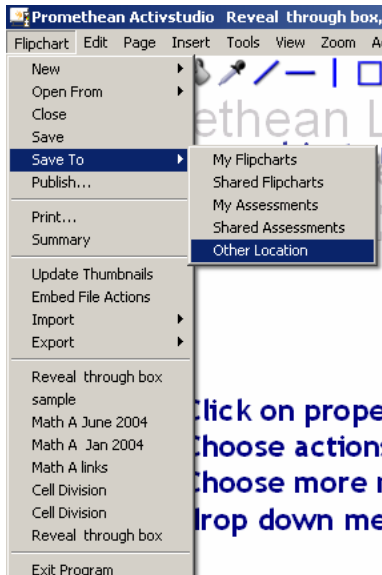
2. Click on the question(s) you require to select them, then click on to the **Use Questions** button.

The question(s) will be added to your current project. You can edit the question at this stage if required.

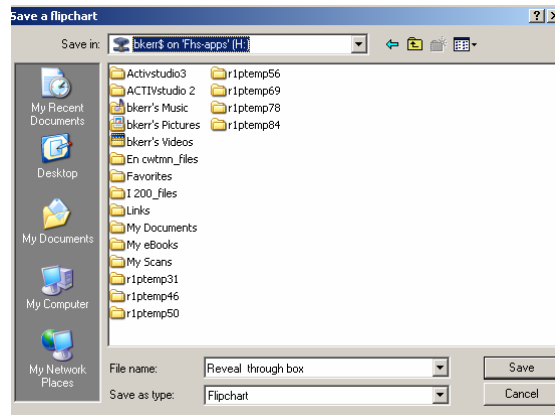
**If you would like to save these questions and review or pick the next day where you left off, you can save the by clicking the save as in the main menu and giving it a name for that class or activity.**

## Saving tips

To save flipcharts to the flipchart folder on your computer, click on the **Flipchart** on menu, choose **"Save To" > "Other Location"**, double-click your **"My Documents"** icon on left side, double-click the **ACTIVstudio 2 or 3** folder, double-click the **"My Flipcharts"** folder, click **Save**.



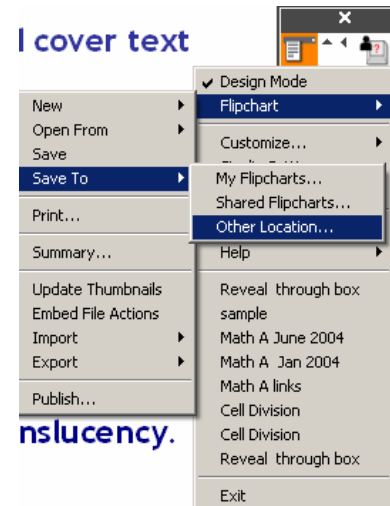
Click on proper  
choose action  
choose more  
drop down me



OR



You can save by clicking on the **Main Menu** icon, click on **Flipchart > Save To > My Flipcharts** or **Other Location.... >** to your flash drive.



I cover text

ns lucency.

To open these flipcharts, look in your **'H'** drive or **My Documents** on the desktop and look in the **Activstudio 2 or 3** folder in **My Flipcharts**

or

Click on to the **Main Menu** icon, click on **Flipchart > Open From > My Flipcharts** or **Other Location....** (on a flash or pen drive).